[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Full Name],

RE: Termination of Employment due to Poor Performance

I am writing to inform you that, after careful consideration and review of your performance, it has been decided to terminate your employment with [Company Name], effective [termination date]. This decision was reached due to your consistently substandard performance in your role as [Employee's Position].

As an employee, it is expected that you meet and maintain certain performance standards, which have been clearly communicated to you through our performance management system. Despite our efforts to provide you with feedback and opportunities for improvement, your performance has remained significantly below the expected level for an extended period of time.

Specifically, we have noticed the following areas of concern regarding your performance:

1. Inadequate Job Knowledge: You have repeatedly demonstrated a lack of understanding and proficiency in essential aspects of your job requirements, resulting in frequent errors and delays in your work.

2. Poor Time Management: Your inability to effectively manage your time has negatively impacted your productivity and the overall efficiency of the team. Frequent missed deadlines and incomplete tasks have become a cause for concern.

3. Lack of Initiative: Despite numerous opportunities to take the initiative and go above and beyond in your role, you have consistently exhibited a lack of motivation and failed to demonstrate the necessary drive to meet the expectations of the position.

4. Ineffective Communication: Your inability to communicate clearly and professionally, both verbally and in writing, has led to misunderstandings and errors in internal and external correspondence. This has resulted in a negative impact on our business relationships.

We have made significant efforts to support your development and success within the company. This includes providing additional training, assigning a mentor, and offering constructive feedback through performance evaluations. However, despite these resources and interventions, there has been no substantial improvement in your performance.

Given these circumstances, it is with regret that we have to make the difficult decision to terminate your employment with [Company Name]. Your final paycheck, including any accrued vacation time, will be provided to you on your last day of employment. Furthermore, we will assist you in the transition by providing you with any necessary documentation and guidance to ensure a smooth handover of your responsibilities.

Please note that this decision is final, and there will be no reconsideration or opportunity for reinstatement. We trust that you will use this experience as an opportunity for personal growth and improvement in your future endeavors.

If you have any questions or require clarification regarding the termination process or any other matters, please do not hesitate to reach out to me at [Email Address] or [Phone Number].

We wish you the best in your future endeavors.

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]