**EMPLOYEE TERMINATION LETTER FOR POOR PERFORMANCE**

Dear ABC,

We regret to inform you that your employment as **(add job title)** with (**add firm name)** has been officially terminated with effect **(add date).**

The decision of the company to terminate your employment is based on your consistent poor performance in the past three months, which has not shown any signs of improvement or failed to meet company expectations following your receipt of our oral and written warnings.

You were already made aware by the company that the last date of the notice period issued with the final written warning would be our last day of employment with the company if your performance fails to meet the minimum performance standards set by the company.

Your severance payments, including all unused paid leaves, will be mailed to you at your residential address. If you have any questions or queries, you can contact the HR department.

Thank you, and we wish you all the best in your future endeavors.

Sincerely,

(Name)  
(Title)  
(Signature)