**DISMISSAL FOR POOR PERFORMANCE TERMINATION LETTER**

Dear Mr. Jones,

This letter is to inform you that your employment as an Account Executive in the Sales Department of The Manufacturing Plant will end as of September 1, 20XX.  This decision is final.

*Your employment was terminated for the following performance reasons:*

* On June 1, 20XX, you received a performance evaluation and were notified that you would be required to improve your performance rating from a 4/10 to a 7/10 within 90 days to continue your employment with The Manufacturing Plant.
* On July 1, 20XX, you received a performance evaluation and were notified that you would be required to improve your performance rating from a 5/10 to a 7/10 within 60 days to continue your employment with The Manufacturing Plant.
* On August 1, 20XX, you received a performance evaluation and were notified that you would be required to improve your performance rating from 5/10 to 7/10 within 30 days to continue your employment with The Manufacturing Plant.

You failed to meet the performance rating that was a condition of your continued employment.  As a result, your employment with The Manufacturing Plant has been terminated.

You will receive your last paycheck and payment for your remaining leave time today.  Your health care benefits will remain active for the next 30 days. We ask that you return your company ID card before the end of the day.

If you have any questions about your compensation, benefits, or this company’s policies, please contact Lisa Smith in HR at (212) 555-5555.

Best Regards,

Your supervisor