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**Employee's Name**

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
Email Address

4th September 20XX

**Employer's Name**

CEO, Company Name  
123 Address St  
Anytown, ST 12345

Dear (Employer's Name)

Further to our meeting (STATE DATE), this letter confirms your formal termination of employment (STATE POSITION) at (STATE COMPANY) due to your poor performance and/or attendance. You have received previous written warnings (copies enclosed) stating that your performance could lead to your dismissal, however, we have not witnessed any attempt on your part to improve this situation.

We would like you to be aware that (STATE COMPANY) offers a team environment and all those who are part of the team are to deliver the same standard as their co-workers. The moral within the team is an important aspect of our company, we have observed that your performance is affecting the entire team and could ultimately result in their failure.

As stated during your review the reasons for your termination with us are as follows

1. State your clear reasons and mention policies or regulations if required
2. State any previous warnings, formal, informal, written, verbal

Your termination leaving date is (STATE DATE) or (STATE PERIOD REQUIRED TO BE SERVED)

Thank you for your past efforts and all the best for your future endeavours

Sincerely,

Signature of Employee

Printed Name of Employee

List of enclosures:

