
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)

We hereby inform you that your employment at (STATE COMPANY) is no longer required and this letter is confirmation of your terminated employment as of the end of this month.

Your reviews over the past year have shown no signs of improvement and our company expects better results from its employees.

Please hand all your work belongings, documents and any other company property to the head of your department and/or manager and sign the necessary forms.

Our management team has not found your performance to be satisfactory, despite the warnings you have received. Your final pay check will be paid on the last day of your employment.

Your poor attendance rate and punctuality on a frequent basis has greatly affected your co-workers and caused much disrupt.

(STATE COMPANY) are now exercising their rights to terminate your employment based on your performance reviews over the past twelve months (copies attached).

Sincerely,

Signature of MD