Place:
Date:

Sub: Termination of your services from the organization.

Dear Mr./Ms. **[Employee Name]**,

This letter serves as the notice of termination of your employment as **[Designation]**effective **[date]**.

Your termination is issued because of your consistent poor performance. Your performance has been evaluated many times and you have been notified several times, but you still fail to meet the basic requirements of your job.

Please return the company properties to the HR department. Your full and final settlement will be paid according to company rules.

Thank you & wish you every success in your future endeavours.

For **“Company Name”**,
Authorized Signatory.