Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: TERMINATION OF EMPLOYMENT**

As you are aware, your performance has been determined to be unsatisfactory/unacceptable for some time. You were provided with [Formal written warning/a Final Warning] on [insert dates]. You have been counselled about your unsatisfactory/unacceptable performance on [insert dates] by [job title and name of person].

You have been provided with the opportunity to express your views on the issues of concern, and to undertake an agreed process to rectify the unsatisfactory/unacceptable performance issue/s.

Despite the support provided, and the opportunities you have been given to address the issues identified, it is my view that there has been no/very little improvement in your performance, which is still rated as unsatisfactory/unacceptable.

In accordance with clause [insert] of your employment contract, [Employer name] now notifies you that your employment is terminated effective on [insert termination date]

[Employer name] expects that you will comply with all post-termination obligations set out in your employment contract, including your obligations to return [Employer name]’s property and protect its confidential information.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature