|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email doxhub.org |

Date

Dear Recipient,

This is to inform you that your employment with company ABC will end on (date). This decision was based mainly on your poor performance. You are not following your deadlines and no reasons for the delay have been reported yet. Due to your poor performance, our clients are not happy, and we get complaints regularly.

Before allocating the projects to any employee, we make sure to discuss the subject matter and deadlines in details. If you had any issues with your deadlines, you should have discussed with us. Even after the deadline was closed, we did not hear from you regarding any issues with the deadline.

We could have arranged more resources to complete the work in time. Not reporting any issues shows a lack of commitment and poor work ethic on your end. We even arranged a performance coaching session for you and expected better results. But you were still not able to achieve your goals. We have discussed this issue with you during our multiple meetings. But we did not observe any improvement in your work.

The company is ready to pay you your final salary along with a settlement. You are requested to return any company property which is still in your custody. If you have any questions regarding your termination or salary, you can directly contact the HR.

We would like to thank you for your services to the company and wish you good luck.

Your Name

Title

Email