(Date)

TO: (Team Member Name)

FROM: (Name of Manager or HR representative)

SUBJECT: Termination Notice – Job Performance Not Meeting Standards (or other reason)

This letter will serve as written notification that your employment with (Company Name) is being terminated as a result of job performance being below the standards necessary to sustain your position.

As having been observed your performance and discussed on several occasions over the past few weeks, as a (role) we have come to the conclusion that your current level of performance is not in congruence with the processes and performance standards set forth by (Company Name).

(Team Member Name), you have at times demonstrated a positive attitude and dedication to improve as a team member, however, this alone is not sufficient for this important position with our company.

Therefore, your employment with (Company Name) is terminated effective (Date). Any final compensation owed will be provided to you within 3 business days. As a professional, I expect you will help with a smooth transition so that our customers receive normal service and our staff remains productive.

I wish you the best in finding a position that is a better fit for your talents.

Sincerely,

(Name of Manager or HR representative)  
(Title)