[Date]

[Recipient Name] -optional

Subject: Termination letter for non-performance

In accordance with our meeting in the morning, your employment will be terminated by the end of this week.

This was a difficult decision, particularly since you have been part of the organization for the past four years. However, despite repeated counseling and intimation, your performance has deteriorated over the years. After giving you ample time and chances to improve your performance, it is sadly time to let you go.

Your pay shall be calculated till your last working day and paid to you at the end of the month on regular payday. Please submit your employee ID and company equipment to the HR. Let us know if you need any assistance.

We wish you good luck in your future endeavors.

[NAME HERE]

[Title]