[Date]

[Recipient's Name]  
[Designation]  
[Organization]  
[Address]

Dear Mr./Ms.,

This letter serves as formal documentation for your dismissal, effective from [Date]. You would no longer be able to continue your services as [Designation] for XYZ Company. The letter is being issued due to your poor performance over the course of the past six months. The specifics that led to the dismissal are outlined below:

* Your KPIs were decided in consultation with you and your supervisor, which mentioned quarterly fundraising of $[X. But you have failed to raise the mentioned figure. The performance was monitored and reviewed in last quarter and you signed the document (attached) to make up for the lacking commitments in successive quarter
* You were required to optimize the outreach, to explore new potential donors, but the donor’s repository has not been updated by you since the last four months, as evident from the attached file
* At XYZ Company, we are liable to ensure quality services for our clients. It was communicated to you not only in the boarding orientation but also in monthly departmental meetings. You have signed the Quality Compliance Agreement (attached). But the company has received an average of 12 complaints out of 20 clients you have served in the past two quarters. The matter was discussed with you in the meeting held on [date], and you were issued an official warning at the beginning of this quarter, but no noticeable improvement had been observed

You are requested to return the company’s assets on your last days of employment. You will receive a paycheck of $[X], which includes monthly salary and payment for annual leaves that you have accrued in a week’s time after the last day of your employment. Your provident fund will be transferred to your account by [date].

If you wish to discuss the details of the exit-clearance procedure further, please get in touch with [Name], Manager HR.

We acknowledge the services which you rendered to the XYZ Company for two years.

Sincerely,

ABC