Date: May 21, 20XX

[Recipient’s Name]  
[Recipient’s Address]

Dear [Employee’s Name],

This letter is to inform you that you are being dismissed from the position of bar manager due to poor performance in the last recent months. Over the last five months following specifics led the company to take this decision.

When you were hired by the bar recruiters discussed the expectation with you. You pledged your sincerity with the job and with the bar and you even performed well in the first weeks. But with every passing day your performance declined, and your poor performance was affecting the overall prestige of the bar.

As a manager it was your duty to maintain the quality of the products and services of the bar. Yet your negligence has deteriorated the quality of the products that have resulted in the downfall of the bar. You never took any action against the complaints and poor performances of other members of the staff.

In order to gain the prestige and value of the bar again, we have decided to dismiss you form the position of the Manager of the bar.

Your final paycheck is attached to this letter. Your due payments are also cleared, and the bar has officially no more business with you.

Respectfully,

(Signature)

[Your Name]