To

[Recipient Name]  
[Designation]  
[Company Name]

Re. Layoff due to Poor Performance

Dear Manson,

The purpose of penning the letter to you is to inform you that you have been laid off from Chersek Ole Group of Companies due to poor performance. Your employment comes to an end in the month of July and is effective from 31st July 20XX. The decision has been taken by the CEO and Managing Director of the company and is irreversible.

Your employment was laid off from the company due to the poor performance reasons. On 16 May, the Assistant Manager and Quality Assurance Officer had a meeting with you in which they told you that your performance at Chersek Ole Group of Companies was not up to the standard of the work demanded and the productivity needed at the office. In the wake of poor performance and lack of required proactivity, the performance coach warned you to mend your performance with the required working quality and skills within 50 days from 18th May 20XX.

Your performance log and profile were scrutinized on 15th July and it was found that no performance was improved and it has led the company to decide to terminate you from your employment permanently as you have been failed to improve and achieve the targeted performance.

You are advised to meet the HR Manager of the company for further and any further queries related to your signature on the no-solicitation agreement and other policies regarding layoff. You are advised to return the company property you possess which includes a Suzuki Star number TF-3423, official files and other documents, and an Apple MacBook air 13. Till 31st July 20XX. We have arranged a meeting for you with the Finance Manager of the company to complete all processes related to your next salary slip, layoff payment, and other financial matters.

We wish you good luck for your future and are open to any kind of queries for which you can write to admin@email.com.

Thank you

Sincerely,

Signature