To

[Recipient Name]  
[Designation]  
[Company Name]

Re. Layoff due to No Improvement in Performance

Dear Jen,

I am Shark Gibb, the Senior Manager, from Nelson Group of Textiles. The purpose of writing this piece of note to you is to inform you that you have been terminated from the company due to poor performance at work. The working performance report of May-July indicates that there is an obvious huge lack of interest in the work at your end. Your layoff will be effective from 29th July 20XX.

Mr. Shark, who is a performance coach, has informed the department of Quality Assurance that you were warned by the Manager and Performance coach while big loopholes were found in the presentation and other tasks assigned by the company. Further, you were seen highly unprofessional and disinterested in the project handed over to you. They have informed the company that you were given a 90 days’ target to set your interests to the work and show the credibility in your working quality and productivity. It is said with the great disappointment that it did not affect you anyway and you did not set yourself according to the desires and demands of the work required in the company.

As you have been failed to show the rise in your working quality and put the company’s confidence into a pitfall. As you know that the company is well-known and famed in good name and its projects are always considered as very well-crafted by the competent and brilliant heads of employees. The company cannot afford anon-serious attitude when it comes to the quality of working.

On these grounds, you have been laid off from the company and the company wants you to return the company assets and meet Mr. Negol in the Human Resource Department for the consultation regarding your finance and salary slip. You will be contacted by the company soon to share a sitting with Melson Sharks, the Managing Director of the company. We wish you the best of luck for your professional career.

Thank you

Sincerely,

Signature