[Company Name]  
[Address]

To

[The Recipient Name]

Subject: Termination of job contract due to [X] for [X]

Dear Alex,

I am writing this letter with a heavy heart and regret to notify you that your contract with [ABC Company] is going to be terminated from [date].  You know that I had some concerns taking your performance and, in this regard, I held a couple of meetings with you as well. In those meetings, we clearly discussed those problems we were facing owing to your poor performance. You were also given a sufficient time of 2 months to improve your performance and to rectify the mistakes that you had made in the past. However, no improvement in your behavior was observed during the said period.

The management, after collecting all the relevant reports from your supervisor, decided to terminate your contract due to poor performance at the workplace. They were of the view that you did not pay any attention to your work, failed to meet the deadlines, remained absent for a week without informing, and involved in losing some of the valuable and potential clients of the company due to which the company had to bear great losses.

Due to all the above-mentioned reasons, your behavior became unprofessional that management had to take this hard decision of terminating your job contract.

Your final payment has been calculated by Human Resource Department and will be released on [date] after clearance from the finance department. Your experience certificate will also be dispatched to the address by the end of this month. At the same time, you are being requested to return all the company belongings you had been using since [X]. We wish you the best of luck in your future endeavors.

Your Sincerely,

[Name]  
[Designation]  
[Company Name]