Date:

[Manager Name with Salutation]  
[Manager’s Address]  
[Company Name]

**Subject: Dismissal due to Poor Performance**

Dear [Manager Name],

I am writing you this letter to confirm your dismissal from [Company Name] due to poor performance, effective from [Date of dismissal].

It is very unfortunate, that you have been depicting poor performance despite multiple warnings, due to which I must permanently dismiss you from your job. The documented proofs of your poor performance and warnings are attached to the letter.

According to our previous conversation, you assured the company, that you will fulfill your job description with utmost zeal and omit the [errors committed by the manager]. In this regard, I assured to provide you all recourses and time to reprehend your behavior. But you failed despite that.

Following the receiving of this letter by you, the accounts department will be informed to communicate with you regarding the details of the fund’s clearance and your beneficial rights due to dismissal. Please ensure, that you follow your clearance procedure actively and return the company-provided facilities.

Regards,

[Senior Manager/Company Owner’s Credentials]

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[Signature of Sender]