

Termination Letter for Poor Performance

From,
Bertha Riggs
P.O. Box 206 6639 In St.
Easthampton TN 31626
(791) 239-9057

08-10-2019

To,
Imani Talley
P.O. Box 262 4978 Sit St.
Yigo Massachusetts 50654

Subject: (-----)

Dear Imani Talley,

We regretfully inform you that your employment has been terminated, effective immediately. You are dismissed owing to your constant poor performance. Your performance has been assessed many times and you have been informed about it multiple times. you have also been a part of the performance coaching by your manager. You still managed to meet your target for the third year in a row which you had agreed upon with your manager. As a result, your dismissal is the result of your inability to meet the core requirements of your job .

Your paycheck will be delivered to you at your home or we can arrange for you to pick it up from your manager. It will be inclusive of the accrued vacation days and sick leaves. Before leaving please turn in your company phone and badge after which we will have accounted for all your company-owned items.

You will need to keep the company informed about your latest contact information. We would like you to know that we are grateful for spending the time with you till you in the company.

Thank You.

Sincerely,
(Signature)
Bertha Riggs

