

## Sample termination letter for non performance 1

(Termination of an employee)

From,  
Steven S. Cook  
HR Manager  
DZIRE Marketing Solutions Pvt. Ltd.  
2490 Jerry Toth Drive  
Anchorage  
Alaska - 99509  
Tel: (907) 544 5450

Date: February 21, 2012

To,  
Frances G. Jaworski  
Business Development Executive  
DZIRE Marketing Solutions Pvt. Ltd.

Subject: Termination of service

Dear Mr. Jaworski,

This letter is written to notify you that your employment with our firm is terminated due to your poor performance. Though we regret to losing you from our team, we had to take this decision to safeguard company's interest.

It is after careful evaluation of your performance for the past 6 months, we have observed that you have consistently failed to deliver to the basic minimum standards. This has in turn affected over all performance of your team, resulting in non achievement of set goals, which is a considerable loss to the firm. Though you had performed better in the earlier half of the financial year, we find no reason for the non performance in the current term. Despite our regular discussions with you regarding your declining performance, you have not been able to justify the same, and the situation has only been deteriorating.

It is in this regards that we are forced to terminate your employment. You are advised to contact the accounts department for final settlement of salary and payables, if any. We thank you for your services to the firm, and wish you a bright future ahead.

Sincerely,

(Signature)  
Steven S. Cook  
HR Manager  
DZIRE Marketing Solutions Pvt. Ltd.