

Employee Termination Notice Form

This **employee termination notice form** sample is designed to formally document the dismissal of an employee due to poor performance. It ensures clear communication of the reasons for termination and provides a professional record for both employer and employee. Using this form helps maintain transparency and compliance with company policies.

Employee Name:

Employee ID:

Department:

Position/Title:

Termination Effective Date:

Reason for Termination:

Termination due to consistent poor performance, failure to meet job expectations, and lack of improvement after multiple performance reviews and warnings.

Previous Performance Warnings/Documentation Provided (attach copies):

- Verbal Warning**
- Written Warning**
- Performance Review(s)**

Additional Comments:

Supervisor/Manager Signature:

Date:

HR Representative Signature:

Date:
