

# 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:**