

Notice of Termination of Employment

Due to Poor Performance

This **notice of termination form sample** is designed for employers to formally communicate the end of employment due to poor performance. It ensures clarity and legal compliance while documenting the reasons for termination. Using this form helps maintain professionalism and protect both parties during the separation process.

Date:

Employee Name:

Position/Job Title:

Department:

Supervisor/Manager:

Termination Effective Date:

Reason for Termination:

This termination is due to continued poor performance despite prior warnings and opportunities given for improvement. The employee has not met the required performance standards or job expectations as

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Previous Warnings/Disciplinary Actions (if any):

Final Pay and Benefits Information:

Instructions for Return of Company Property:

Additional Notes:

Employer Signature:

Name & Title:

Date:

Employee Acknowledgment:

Name:

Date:

Employee acknowledgment confirms receipt of this notice only. It does not indicate agreement with the reasons for termination.