**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Termination of employment on notice for continued poor performance**

At our meeting on [date], we discussed and implemented a Performance Improvement Plan (PIP) to assist you in improving your performance.

As part of assisting you in improving your performance, over the past [relevant time period] I have [insert assistance / support / training provided].

Unfortunately, your performance has not improved to the required standard. You have not [details of poor performance].

On [date], you were issued with a first written warning for poor performance, on [xx date] you were issued with a second warning, and on [date] you were issued with a final written warning for poor performance.

In my letter of [date] and at our meeting on [date], I explained to you that my preliminary view was that I did not consider your performance had improved to a satisfactory level, that I did not believe there were any other suitable roles you could be moved into, and that I therefore proposed to terminate your employment on the basis of poor performance.

You told me that [insert details of comments and other options suggested by employee and why they are not agreed to].

I have taken your feedback into account but have reached the view that it is appropriate to terminate your employment on notice on the basis of poor performance.

This letter is notice that your employment will be terminated [insert notice period from employment agreement] from the date you receive this letter. Or Optional [We will pay you in lieu of notice and your last day of work will be [insert date the employee receives this letter]].

You are required to return all property, including [insert details] on your last day of employment. Your final pay will be made on [date] and will include any outstanding holiday entitlements owed to you.

I am disappointed about this outcome, and wish you well for the future. Please let me know if there is any reasonable assistance I can provide to you during the remainder of your employment.

Yours sincerely

[Name]

[Title]