

Business Contracts



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<<COMPANY>> TERMINATION NOTICE (PERFORMANCE W/EXPLANATION)

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Immediate Termination

Dear <<ContractFirstName>> <<ContractLastName>>:

This is a notice of the Company's intent to terminate you from your position as <<ContractJobTitle>> for << insert termination reason or requirement, such as misconduct or poor performance >>.

As you well know, we have discussed << insert termination reason or requirement >> a number of times over << insert time period >>. Your latest job performance evaluation shows that you agreed to improve in the following required areas:

- <<Required Job Improvement>>
- <<Required Job Improvement>>
- <<Required Job Improvement>>

After discussing this with you on <<insert date>>, you agreed << insert agreement to address performance or misconduct concerns or issues >>, as evidenced by your signature on the performance evaluation dated <<insert date>>. A second performance evaluation, dated << insert date >>, showed that you still needed to ...

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