



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

<<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 in question >>. Your latest job performance evaluation shows that you agreed to improve in the following required areas:

- ◆ << Required Job Improvement Details >>
- ◆ << Required Job Improvement Details >>
- ◆ << Required Job Improvement Details >>

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

**DEMO CONTRACT**

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-termination-firing-letter.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

