

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Termination of Contractual Employment

Dear [Employee Name],

Please be advised that your employment contract with [Company Name], dated [Contract Start Date], is hereby terminated effective [Last Working Date].

This decision has been made due to unsatisfactory service and failure to meet the performance standards required for your role. Despite previous discussions and [mention any previous warnings or performance improvement plans], the required level of performance has not been achieved.

As per the terms of your contract, you will receive [mention notice pay or severance if applicable]. Your final paycheck, including payment for any accrued benefits, will be processed on [Date].

Please return all company property, including keys, ID badges, and electronic equipment, to the HR department by [Date/Time].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]