

# 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 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 to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://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.



# S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

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