**Employee Termination Letter – with a cause - poor performance**

August 29, 202X

Mr. Neumann,

This letter is to inform you that your employment with BM Enterprise will end as of August 29, 2019. This decision is not reversible.

Your employment was terminated for these performance reasons:

On May 1, 202X you received performance feedback and were informed that your performance would be required to improve if your employment with BM Enterprise were to continue.

On June 25, 202X, we sent you a second warning and you were informed that failure to improve your accomplishments within 60 days would result in your termination.

You have failed to meet the performance targets agreed upon. As a result, your employment has been terminated.

You will receive your final check for this month in the mail in 5 days.

After signing the attached release of claims document, you will receive a $15,000 severance payment.

Your health care benefits will remain in effect for 40 days.

You are requested to return all company property, including your car, cell phone, laptop and ID badge before the end of the day.

If you have questions about compensation, benefits, company property or policies you have signed, please contact anyone from the HR department at 555-0600.

Yours,

Andrew White