

# EMPLOYMENT TERMINATION NOTICE

Date: September 17, 2025

## Employee Information:

Name: Tom Smith

Employee ID: emp-016

Position: Designer

## Performance Summary:

Final Performance Score: 65%

Final Utilization Rate: 59%

## Reasons for Termination:

- Consistently scored below 70% for 3 consecutive periods
- Utilization consistently below 60% vs company standard
- Failed to meet minimum performance standards despite coaching opportunities
- Average score: 66%
- Average utilization: 57%

This decision is based on documented performance issues and failure to meet the minimum standards required for your position. Despite previous coaching efforts and performance improvement opportunities, the required improvements have not been achieved.

## Next Steps:

- Final paycheck will be processed according to company policy
- Please return all company property immediately
- Benefits information will be sent separately
- Contact HR for any questions

Human Resources Department  
Automated HR Management System  
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