

EMPLOYMENT TERMINATION NOTICE

Date: September 12, 2025

Employee Information:

Name: Mike Williams

Employee ID: emp-016

Position: Analyst

Performance Summary:

Final Performance Score: 60%

Final Utilization Rate: 51%

Reasons for Termination:

- Final Performance Score: 60%
- Final Utilization Rate: 51%
- Consistent poor performance and utilization below company standards
- Failed to meet minimum performance standards despite coaching opportunities
- Consistently scored below company thresholds for consecutive evaluation periods

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
Generated on: 9/12/2025, 10:19:24 PM