Dear Mr. Harrison

Your department head will have already covered this matter. Still this is a formal notification that the company is going to take advantage of the probationary termination in your contract. As you are aware when you signed with Kiwi there was a clause that clearly stated that there would be a six month probationary period. In that time if the company found your performance to be unsatisfactory we could terminate the contract and your employment. This clause worked both ways giving you the option to leave if you found Kiwi to not be up to par

After several conversations with your department head and a number of coworkers it has been assessed that you are not meeting the terms of your contract. On several occasions employers have noticed the smell of alcohol not just on your breath but on your clothes. In one instance this was during a board conference with a prominent client. You have also missed four out of five project deadlines in two months. That type of behavior disrupts every operation dependent on your results.

These are only a few issues. Everything is detailed in the attached Employee Performance Profile.

As agreed we will give you 48 hours to fax Human Resources your resignation. If you do not we will assume you accept termination as per the contract.

Best regards

Courtney Feldman