

September 1, 2018

Ms. Margaret O'Malley  
18361 Cliff Street  
Sparta, NJ 07871

Dear Margaret,

This letter confirms your dismissal from the Ford Company for poor performance, effective immediately.

You are dismissed because, despite repeated feedback and performance coaching from your manager, your work performance has not improved. Your performance has been documented in three letters of reprimand which you read and signed. Additionally, the performance improvement plan (PIP) you were participating in put forth specific goals and targets that you agreed to meet by their due date.

You failed to meet the target dates in any of the areas specified within the plan that you and your manager wrote and agreed to together. You were offered resources and additional support that you refused. As a consequence, your dismissal is the result of your refusal to meet the core requirements of your job.

Payment for your accrued vacation days and sick days will be included in your final paycheck\* which you will receive on your regular payday, Friday. We can mail your final paycheck to your home or you can make arrangements with your manager to pick it up.

You will also receive a letter that outlines the status of your benefits upon your dismissal. The letter will include information about your eligibility for Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group health coverage.

You turned in your company badge and smartphone at the time of your dismissal so we have accounted for all company-owned items.

You will need to keep the company informed of your contact information so that we are able to provide the information you may need in the future such as your W-2 form.

Regards,