

# Letter of Termination

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to ongoing performance issues that have not improved despite previous discussions and attempts to address these concerns.

Throughout the last [duration], we have provided feedback and support to help you meet the performance expectations of your role. Unfortunately, there has not been sufficient improvement, which has led us to this difficult decision.

Your final paycheck, including any accumulated vacation or leave balances, will be processed and sent to you by [Final Pay Date]. Please return any company property in your possession by the termination date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]