

# Employment Termination Letter

Date: [Insert 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's Name] will be terminated effective [Termination Date].

This decision has been made due to a lack of the required skills necessary to perform your job duties effectively. Despite our efforts to provide support and additional training, we have not seen the improvement needed to meet the expectations of your role.

Please return any company property by the end of your final working day. Additionally, you will receive your final paycheck and information regarding your benefits in the coming weeks.

We appreciate your efforts while with the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]