

# Termination of Employment Due to Performance Issues

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 Name] will be terminated effective [last working day, e.g., immediately, or a specific date]. This decision is based on ongoing performance issues that we have discussed in previous meetings.

Despite our efforts to provide feedback and support to improve your performance, there has not been satisfactory progress. We have documented our concerns, and we believe this decision is in the best interest of both parties.

Please arrange to return any company property in your possession. You will receive your final paycheck, including any accrued vacation pay, in accordance with our company policies.

If you have any questions concerning your final paycheck or benefits, please do not hesitate to contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]