

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name], effective [Last Working Day]. This decision is based on ongoing performance issues that have not improved despite prior discussions and warnings.

We have documented instances of your performance not meeting the standards expected for your role, including [briefly list specific performance issues]. We provided several opportunities for improvement and feedback throughout this process.

Your last paycheck will be processed and sent to you according to our payroll schedule, and you will receive information regarding your benefits and final compensation.

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]