

Termination of Employment

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 [Termination Date]. This decision has been made due to your ongoing failure to meet the job requirements outlined for your position as [Job Title].

Despite previous discussions and opportunities for improvement, your performance has not met the necessary standards. Specific areas of concern include [list specific job requirements or performance issues].

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day. Please return all company property and complete any necessary paperwork before your departure.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]