

Employee 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 Name] is terminated effective immediately due to performance issues.

Despite previous discussions about your performance, including [specific examples or prior warnings], we have not seen adequate improvement. As a result, we believe this decision is necessary for the wellbeing of the team and the organization as a whole.

Your final paycheck, including any outstanding vacation days, will be processed and sent to you within the next [number of days] days.

Please return any company property in your possession by [return date]. If you have questions about your benefits or final paycheck, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]