

# Employment Termination Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as an official termination notice of your employment with [Company Name], effective [Termination Date]. This decision is based on ongoing performance issues that have not improved despite multiple discussions and opportunities for development.

Details of your performance issues include:

- Failure to meet deadlines on [specific projects/tasks]
- Consistent lack of communication with team members
- Not adhering to company policies regarding [specific policies]

Your final paycheck, including any accrued vacation pay, will be provided to you on your last working day. Please return all company property by that date.

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 Title]

[Company Name]

[Company Address]

[City, State, Zip Code]