

Notification of Potential Job Termination

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you of potential termination of your employment with [Company Name]. This action may occur due to [reason for potential termination, e.g., performance issues, company downsizing, etc.].

We value your contributions and would like to offer you an opportunity to discuss the matter further. Please schedule a meeting with your supervisor by [insert deadline], so we can explore possible solutions.

If you have any questions or need assistance, feel free to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]