

# Immediate Termination of Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your services will be terminated effective immediately due to unsatisfactory performance. Despite previous discussions and attempts to address these concerns, there has been insufficient improvement.

Please return all company property by [return date], and ensure that you settle any outstanding matters.

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]