

Employee Exit Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that after careful consideration, we have decided to terminate your employment with [Company Name] effective [Last Working Day]. This decision is based on the lack of performance improvement despite multiple discussions and support offered to help you meet your goals.

We appreciate the efforts you have made during your time with us. However, we believe this is the best course of action for both you and the company.

Please arrange to return all company property and complete the exit procedures with HR. Your final paycheck, including any outstanding vacation days, will be processed in accordance with company policy.

We wish you all the best in your future endeavors.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]