

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 being terminated effective immediately due to unsatisfactory job performance.

Despite previous discussions regarding your performance, including [specific examples or previous warnings], there has been insufficient improvement in your work. We believe that this decision is in the best interest of both parties.

Please return any company property before your departure. Any final paycheck, including unused vacation days, will be processed in accordance with company policy.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]