

Letter of Termination of Employment

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] will be terminated effective [Last Working Day]. This decision has been reached after careful consideration of your continual performance failures despite the feedback and support provided over the past [duration].

We have documented several concerns regarding your job performance, which include:

- [Specific Performance Issue 1]
- [Specific Performance Issue 2]
- [Specific Performance Issue 3]

Despite opportunities for improvement and offers of assistance, there has been insufficient progress. As a result, we believe it is in the best interest of both parties to end your employment.

You will receive your final paycheck, including any accrued vacation or leave, on your last working day. Additionally, information regarding your benefits will be provided to you separately.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]