

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Termination of Employment**

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 made after careful consideration of your performance over the past [duration]. Unfortunately, despite multiple discussions and opportunities for improvement, your performance has not met the standards expected for your role.

Throughout your tenure, there have been several documented instances of performance deficits, including [briefly list concerns, e.g., unmet deadlines, quality of work]. You were informed of these concerns in [mention previous discussions or performance reviews], and we provided support and resources to help you improve.

We appreciate your contributions during your time here and wish you the best in your future endeavors. Please arrange to return any company property before your departure. Your final paycheck, along with any accrued vacation, will be processed in accordance with our company policies.

If you have any questions, please feel free to reach out to HR at [HR Contact Information].

Sincerely,

[Your Signature]

[Your Name]

[Your Position]