

Separation 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] will be terminated effective [Last Working Day] due to performance-related reasons.

Despite our efforts to support your development and improvement, we have not seen the necessary progress in your performance. This decision has not been made lightly and comes after thorough consideration and review.

Please return all company property by your last working day. You will receive your final paycheck and any accrued benefits in accordance with company policy.

We appreciate the contributions you have made during your time here, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]