

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Termination Date]. This decision has been made due to ongoing performance issues that have not been adequately addressed despite previous discussions and warnings.

Details regarding your performance have been documented in prior meetings held on [Insert Dates of Prior Meetings], where we outlined the areas requiring improvement. Unfortunately, we have not seen the necessary progress.

Your final paycheck will include all earned wages up to and including your last day of employment. Please return all company property by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]