

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is a result of ongoing performance issues that have not been rectified despite prior warnings and opportunities for improvement.

We appreciate your contributions to the team; however, we must prioritize the overall performance and productivity of our retail operations. During your time with us, we have documented several performance-related concerns including [briefly mention specific issues, e.g., attendance, sales targets, customer service].

You will receive your final paycheck, including any accrued vacation days, on your last working day. Please return any company property before your departure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]