

Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision comes after a series of warnings regarding your performance and conduct.

On [Date of First Warning], you were issued a warning for [Brief Description of Issue]. Following this, on [Date of Second Warning], additional concerns were raised regarding [Brief Description of Issue]. Most recently, on [Date of Final Warning], we reiterated these concerns during our meeting on [Meeting Date], where we discussed the importance of [Expected Performance or Behavior].

Despite our efforts to provide you the opportunity to improve, we have not seen sufficient progress. Therefore, we believe that we must move forward with your termination.

You will receive your final paycheck, which includes any unused vacation time, in accordance with company policy. Please return any company property, including keys and identification badges, by [Return Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]