

Termination of Employment

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] is being terminated effective immediately due to unsatisfactory sales performance.

Despite our previous discussions regarding your performance and the goals set for improvement, we have not seen the necessary progress. As a result, we have made the difficult decision to terminate your employment.

Your final paycheck will be processed and will include any unpaid wages through your last day of employment, as well as any accrued vacation time. Please return any company property in your possession by [Insert Deadline for Return].

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]