

Field Service Termination 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] as a Field Service Technician will be terminated effective [Termination Date] due to ongoing performance issues. Over the past [duration], we have addressed several concerns regarding your performance, including [specific issues or examples].

Despite multiple feedback sessions and opportunities for improvement, we have not seen sufficient progress in your performance to justify your continued employment in this role.

Please return any company property before your final day of employment. You will receive your final paycheck and any outstanding benefits as per company policy.

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]