

Project-Based Job 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 project-based employment with [Company Name] will be terminated effective [Insert Date]. This decision has been made due to ongoing performance issues that have not improved despite previous discussions and support provided.

We appreciate the contributions you have made during your time here. However, we must prioritize the overall success and performance standards of our team. You will receive your final paycheck, including any accrued benefits, by [Insert Date].

Please return any company property before your last day of work. If you have any questions regarding this matter, do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]