

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 contract with [Company Name] for the project [Project Name] is hereby terminated, effective immediately.

This decision is due to your consistent failure to meet the established deadlines which has significantly impacted the overall progress of the project. Despite previous discussions and warnings regarding your performance, we have not seen the necessary improvements.

Please return any company property in your possession. We will process your final paycheck and any outstanding payments as per the terms of your contract.

Thank you for your efforts during your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]