

# Project-Based Job Termination Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your project-based employment with [Company Name] will be terminated effective immediately due to unsatisfactory work quality.

Over the past [duration], we have observed [specific instances of unsatisfactory work], which do not meet the standards we expect from our employees. Despite our prior discussions and attempts to provide guidance, we have not seen sufficient improvement.

We appreciate your efforts and contributions during your time here. Please return any company property and the final paycheck will be processed as per our usual timeline.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]