

Employee 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 effective [Insert Termination Date], your employment with [Company Name] is terminated due to ongoing performance issues.

Despite numerous discussions regarding your performance and the necessary improvements that needed to be made, we have not seen sufficient changes. This decision was not made lightly and followed a thorough review of your performance metrics and the feedback provided over the past [Insert Time Period].

We encourage you to use this opportunity to reflect on your experiences here, and we wish you the best in your future endeavors.

Please return any company property that you may have by [Insert Date]. Your final paycheck, including any accrued vacation time, will be provided to you.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]