

# Employment 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] is terminated effective [Insert Termination Date]. This decision has been made following a thorough review of your performance over the past [Insert Duration].

Despite our efforts to support your development and the feedback provided during performance reviews, we have seen insufficient improvement in key areas of your job responsibilities. This includes [briefly outline specific performance issues].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. Please return any company property by [Insert Date] and arrange for an exit interview if you wish.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]