

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 employment with [Company Name] will be terminated effective immediately as of [Insert Date]. This decision is the result of your failure to meet the established performance standards set forth in your role as [Job Title].

Despite multiple discussions and opportunities for improvement, including [list any specific instances or feedback provided], there has been insufficient progress in your performance. As a result, we find it necessary to make this difficult decision.

You are requested to return any company property in your possession by [Insert Return Date]. Your final paycheck will include payment for all work performed up until your termination date and any accrued vacation time as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]