

[Your Name]
[Your Position]
[Your Company]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Address]

Dear [Employee's Name],

After careful consideration of your performance evaluation conducted on [date of evaluation], we regret to inform you that your employment with [Company Name] will be terminated effective [termination date].

This decision was based on consistent areas of underperformance, specifically [briefly mention specific performance issues]. Despite prior discussions and performance improvement plans, we did not see the necessary progress required to continue your employment.

Please arrange to return any company property by [specific date]. You will receive your final paycheck, including any accrued vacation time, on your last working day.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]