

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's Name] is being terminated effective immediately as of [Termination Date]. This decision is based on your consistent underperformance in your role as [Employee's Job Title].

Despite multiple discussions and attempts to support your improvement, we have not seen the necessary changes in your performance. It is the policy of [Company's Name] to uphold a standard of excellence, and unfortunately, your performance has not met these expectations.

Please return any company property by [specific date]. Your final paycheck, including any accrued vacation days, will be processed as per our usual payroll schedule.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]