

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] is being terminated effective immediately due to inadequate job performance.

Over the past [duration], we have discussed several concerns regarding your performance, including [specific examples of inadequate performance]. Unfortunately, despite our efforts to provide support and guidance, we have not seen the necessary improvements.

Your final paycheck will be processed and sent to you, including any unused vacation days as per company policy.

Please return any company property by [return date]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]