

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 [Termination Date]. This decision follows a series of discussions regarding your performance, which has not met the expectations established for your role.

Despite our efforts to support your development and improvement through feedback and performance reviews, we have observed recurring shortcomings in your performance. Specific areas of concern include: [List specific performance issues].

We appreciate the contributions you have made during your time here, but we believe that this decision is in the best interest of both you and the company.

You will receive your final paycheck on [Final Pay Date], which will include any outstanding wages and accrued vacation time. Please return any company property by [Return Date].

Should you have any questions or need further information about your benefits or the termination process, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]