

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that after a thorough evaluation of your performance over the last [duration], we have decided to terminate your employment with [Company Name], effective immediately.

Despite previous discussions and performance improvement plans, we have not seen the necessary improvements in your performance. Your failure to meet the established goals has significantly impacted your role and the team's overall success.

Please arrange to return any company property in your possession by [return date]. You will receive your final paycheck, including any unused vacation days, by [final paycheck date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]