

Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to ongoing performance issues.

Despite previous discussions and performance reviews, there has not been sufficient improvement in your performance in the areas of [specific performance issues]. We have provided you with support, training, and feedback, but we have not seen the necessary progress.

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors. Please arrange to return any company property prior to your final day.

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Number].

Sincerely,

[Your Name]

[Your Position]

[Company Name]