

# 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 [Insert Termination Date]. This decision is due to your consistent failure to meet the performance expectations outlined in your job description and discussed in previous evaluations.

Despite our efforts to support your improvement, including providing additional training and feedback, there has been no noticeable progress. This has impacted not only your ability to fulfill your role but has also affected team dynamics and overall productivity.

Your final paycheck, including any accrued vacation pay, will be processed and mailed to you by [Insert Date]. Please return any company property in your possession by [Insert Return Date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]