

# Termination of Employment

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately, due to ongoing performance concerns.

Despite multiple discussions and opportunities for improvement, we have not observed the necessary changes in your performance. Specific issues include [briefly list performance concerns].

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

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]