

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 immediately due to unsatisfactory performance.

Despite our previous discussions regarding the expectations for your role and the necessary improvements required, we have not seen adequate progress. Specific areas of concern include [mention specific performance issues].

Please arrange to return any company property in your possession by [insert date]. Your final paycheck will be provided during this process, including any accrued benefits.

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]