

# 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 as of [Termination Date].

During your probationary period, we provided coaching and support to help you meet the performance expectations of your role. Unfortunately, despite our efforts, we did not see the necessary improvements in your performance.

This decision was not made lightly and included careful consideration of your performance metrics and feedback from your supervisors.

We appreciate your efforts and wish you the best in your future endeavors. You will receive your final paycheck, which includes payment for any unused vacation days, in accordance with company policy.

Please contact our HR department at [HR Contact Information] if you have any questions regarding your termination or benefits.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]