

Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after a thorough behavior assessment, we have decided to terminate your employment with [Company Name], effective [Insert Effective Date]. This decision was not made lightly and follows the assessment results highlighting various concerns regarding your behavior in the workplace.

We have documented several instances, including [briefly outline specific behaviors or incidents], which do not align with our company values and expectations. Despite previous discussions and support provided, we have not seen the necessary improvement.

Your final paycheck, including any accrued vacation or benefits, will be processed and sent to you by [insert date]. Please return any company property by that date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]