

Termination of Employment

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective [Termination Date]. This decision follows the final warning issued to you on [Date of Final Warning].

Despite previous discussions and attempts to address your performance issues, we have not observed sufficient improvement. As a result, we feel we must take this action.

Please return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with our standard payroll schedule.

Thank you for your time with us and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]