

# 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 [Termination Date] due to unsatisfactory performance.

This decision is based on the performance evaluations conducted on [mention evaluation dates] which indicated that the standards and expectations set forth for your position were not met.

Please return all company property by your last working day. You will receive your final paycheck and any accrued vacation pay as per our company policy.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]