

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Following our recent performance evaluation, I regret to inform you that your employment with [Company Name] will be terminated, effective [Insert Termination Date]. This decision was made after careful consideration of your performance and the expectations that were communicated to you.

We appreciate the contributions you have made during your time with us; however, we have determined that your performance has not met the required standards for your role. Specifically, [briefly outline performance issues discussed during the evaluation].

You will receive your final paycheck, including any accrued vacation pay, by [insert date]. Please return all company property by this date as well.

If you have any questions regarding this decision or the termination process, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]