

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day], due to ongoing performance issues that have not improved despite our previous discussions and support provided.

Throughout your employment, we have addressed the following performance concerns:

- [Performance issue #1]
- [Performance issue #2]
- [Performance issue #3]

Please return all company property by your last working day. You will receive your final paycheck, including any accrued vacation days, in accordance with company policies.

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]