

Termination Notice

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]. This decision is the result of ongoing performance issues, which were discussed with you on multiple occasions.

Despite our efforts to support your development, we have not seen sufficient improvement in your performance. This includes [briefly mention specific performance issues].

You will receive your final paycheck, including any accrued vacation time, on your regular payday. Please return all company property by your last day of employment.

If you have any questions regarding this notice, please feel free to reach out to [HR Contact Name] at [HR Contact Phone/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]