

Concluding Employment Letter

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 consistent shortcomings in job performance.

Despite previous discussions and efforts to support your improvement, we have not seen the necessary progress in [specific areas of concern]. We believe that this decision is in the best interest of both you and the company.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]