

[Your Company Letterhead]

[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] is being terminated, effective [Termination Date]. This decision has been made after careful consideration and is based on your failure to meet the performance standards required for your position.

Throughout your employment, we have conducted various performance reviews, and despite our discussions and support provided to improve your performance, we have not seen the necessary progress. Our records show that you have consistently failed to meet key performance indicators, including [specific performance issues].

We appreciate the efforts you have made during your time with us, but unfortunately, we must prioritize the overall effectiveness of our team. Your final paycheck will be processed and sent to you in accordance with company policy, including any vacation days accrued.

Please return any company property you may have, including [list of items, e.g., access cards, equipment] by your last working day. Should you have any questions regarding this matter or your benefits, do not hesitate to contact [HR Representative's Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]