

Termination of Employment

Date: [Enter 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 [Date]. This decision has been made due to ongoing performance issues despite multiple discussions and opportunities for improvement.

Your performance has consistently not met the expectations and standards outlined during your employment. We took several steps to support your improvement, but unfortunately, the necessary changes were not realized.

We appreciate your contributions during your time with us, and we wish you success in your future endeavors. Please arrange to return any company property by [Return Date]. Your final paycheck will include any earned wages and accrued vacation days, which you will receive on your regular pay schedule.

If you have any questions or need clarification regarding your termination, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]