

Formal Notice of Termination

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

This letter serves as formal notice regarding the termination of your employment with [Company Name], effective [Effective Termination Date]. This decision was made following a thorough evaluation of your job performance over the past [duration of evaluation period].

We have observed consistent deficiencies regarding your role as [Job Title], specifically in the areas of [mention specific performance issues]. Despite previous discussions and opportunities for improvement, we have not seen the necessary progress.

Please return all company property by [return date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy.

If you have any questions or need further clarification regarding this termination, feel free to contact [HR Contact Name] at [HR Contact Email/Phone].

Thank you for your contributions during your time with us.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]