

Job Termination 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 immediately due to unsatisfactory performance.

Despite our efforts to support your development through feedback and performance reviews, we have not seen the necessary improvement in your performance metrics, which include [list specific areas of performance].

Please return any company property in your possession and contact HR to discuss your final paycheck and any outstanding benefits.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]