

Notice of Employment Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice of your employment termination with [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has been made due to a lack of performance improvement despite previous discussions and support provided to you.

We acknowledge the efforts you have made during your tenure; however, your performance has not met the required standards outlined in our performance improvement plan initiated on [Start Date of Improvement Plan]. Over the course of the past [duration], we have had multiple conversations regarding the expectations and your progress, but unfortunately, there has been insufficient growth in the areas identified for improvement.

Please arrange to return all company property by your last working day. You will receive your final paycheck, including any accrued vacation days, on [Date of Final Paycheck].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]