

Separation of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of your separation from employment with [Your Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

Over the past [duration, e.g., months/years], we have discussed your job performance and the consistent deficiencies that have not met the standards expected by our organization. Despite the efforts to provide guidance and support in addressing these issues, we have not seen the necessary improvements.

We appreciate your contributions during your time here and wish you the best in your future endeavors. Please arrange for the return of any company property and complete the exit procedures with HR.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]