

Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[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 [Termination Date]. This decision has been made following your performance evaluation conducted on [Evaluation Date], where it was determined that your performance has not met the standards expected for your role.

Despite several discussions regarding your performance and the support provided to help you improve, we have not seen the necessary progress in the areas outlined in your performance improvement plan.

Please return all company property by your last working day. Additionally, you will receive your final paycheck, including any accrued vacation and benefits owed to you.

We appreciate your contributions to the company, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]