

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 after careful consideration, primarily due to ongoing performance-related concerns that we have previously discussed.

Despite our efforts to support your performance improvement through [mention any performance reviews, training, or coaching], it has become clear that your performance has not met the standards expected for your position.

You will receive your final paycheck, including any accrued vacation days, in accordance with company policy. Please return any company property, including [list any specific items, e.g., keys, laptops, etc.], by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]