

# Termination of Employment

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 [Termination Date] due to ongoing performance issues that have not improved despite previous discussions and opportunities for growth.

Over the past [duration], we have provided feedback and support in an effort to help you meet the required performance standards for your position. Unfortunately, these efforts have not resulted in the necessary improvements.

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day. Please return any company property in your possession prior to your departure.

We wish you the best in your future endeavors.

**Sincerely,**

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]