

End of Employment Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day] due to performance-related reasons.

Despite our discussions regarding your performance and the support provided to help you meet the expected standards, we have not seen the necessary improvement. This decision was made after careful consideration of all factors involved.

Please return all company property by your last working day. You will receive your final paycheck, including any accrued leave, by [Payment Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]