

# Exit Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that, after a thorough review of your performance, we have decided to terminate your employment with [Company Name] effective immediately. Despite our efforts to provide you with feedback and support aimed at improving your work performance, we have not seen the necessary progress.

Your final paycheck will include all accrued benefits and will be issued on your scheduled payday. Please return any company property by [Insert Return Date].

We genuinely appreciate the contributions you have made during your time at [Company Name], and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]