

Termination of Employment Letter

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 [Insert Termination Date]. This decision is based on your inability to meet the performance standards set forth by our organization.

Despite our ongoing support and feedback, we have not seen the necessary improvement in your performance. We value each member of our team, and it is important for both you and the company to move forward in a positive direction.

You will receive your final paycheck, including any accrued vacation time, by [Insert Payment Date]. Please return any company property in your possession before your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]