

Job Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after careful consideration of your performance evaluation conducted on [Insert Date of Evaluation], we have decided to terminate your employment with [Company Name], effective immediately.

Your performance has not met the expectations set forth in your job description, and despite our previous discussions and attempts to provide support and resources for improvement, we have not seen the necessary progress.

You will receive your final paycheck, which will include any outstanding wages, and you are encouraged to contact HR regarding your benefits and other exit procedures.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]