

Official Notification of Termination

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] is being terminated effective immediately due to performance failure.

Despite multiple performance reviews and opportunities for improvement, there has been insufficient progress in your designated responsibilities as [Job Title]. The specifics of your performance issues were discussed in previous meetings on [insert dates of meetings], and unfortunately, we have not seen the necessary improvement.

Your final paycheck will include any outstanding wages for work performed up to this date. Please return any company property in your possession by [insert return date].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]