

# Separation Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately, due to consistent underperformance.

Over the past [duration], we have discussed your job performance during various reviews and meetings. Despite our support and opportunities for improvement, we have not seen the necessary advancements in your performance to meet the expectations set for your role.

This decision was not made lightly, and we appreciate your contributions during your tenure at our company.

Please arrange to return any company property before your departure. Your final paycheck will include any earned wages and applicable benefits as per company policy.

We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]