

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that, effective immediately, your employment with [Company Name] has been terminated due to failure to meet the expectations outlined in your job description and the performance standards communicated during your employment.

We have provided you with feedback and support throughout your time here, but unfortunately, your performance has not improved to the necessary levels. We believe this decision is in the best interest of both you and the company.

Your final paycheck, including any accrued vacation, will be processed and sent to you shortly. You are requested to return any company property in your possession by [insert return date].

We wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]