

Termination of Employment

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[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 [date]. This decision was made after a thorough evaluation of your work performance over the past [duration]. Unfortunately, your results have not met the standards we expect from our employees.

Despite our previous discussions and opportunities for improvement, we have not seen the necessary progress in your performance. We appreciate your contributions; however, we must prioritize the overall success of the team and the company.

Please return any company property before your last day of work. You will receive your final paycheck and any unused vacation days in accordance with company policy.

We wish you the best in your future endeavors.

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