

# Final Notice of Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as the final notice regarding your employment termination due to unsatisfactory job performance. Despite previous discussions and warnings, there has been insufficient improvement in your performance metrics.

Effective [Insert Termination Date], your employment with [Company Name] will be terminated. Please arrange for the return of all company property and complete the necessary exit procedures with Human Resources.

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 Title]

[Company Name]

[Company Address]

[City, State, Zip Code]