

Termination of Employment

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] will be terminated effective [Insert Termination Date]. This decision has been made due to your consistent performance issues, which have not improved despite previous discussions and performance reviews.

We acknowledge your contributions during your time with us, but the performance metrics we have discussed did not meet the required standards for your role. We have provided support and feedback, yet we have not seen the necessary improvement.

Please return any company property by your last working day. Your final paycheck will include payment for any accrued vacation days and will be processed according to our regular payroll schedule.

If you have any questions regarding your final paycheck or benefits, please reach out to [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]