

Separation from 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 [Last Working Day]. This decision has been made due to ongoing performance concerns that have not been satisfactorily addressed despite previous discussions and support.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please return any company property by your last working day.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]