

Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of your termination from your position at [Company Name] effective immediately, due to ongoing performance issues.

Despite our previous discussions on this matter, including [mention any meetings or warnings], we have not seen the necessary improvements in your performance. Your inability to meet the outlined performance expectations has led to this difficult decision.

We appreciate the contributions you have made during your time with us. Your final paycheck, which will include payment for any accrued vacation time, will be provided to you in accordance with company policy.

We wish you the best in your future endeavors. If you have any questions regarding your final pay or benefits, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]