

Immediate 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] is terminated effective immediately due to performance issues. Despite previous discussions and opportunities for improvement, there has been insufficient progress in meeting the expectations of your role.

We have conducted multiple evaluations and provided feedback in an effort to assist you in your development. Unfortunately, your performance has not aligned with the standards necessary for your position.

You will receive your final paycheck including any accrued benefits in accordance with company policy. Please return any company property at your earliest convenience.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]