

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 being terminated effective immediately due to a poor fit for the position.

Over the past [duration], it has become clear that your skills and performance do not align with the expectations of your role. Despite prior discussions regarding improvement, we have not observed the necessary progress.

Your final paycheck, including any accrued vacation time, will be processed and sent to your address on file. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]