

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 [Last Working Day, e.g., immediately or on a specific date]. This decision has been made following a thorough evaluation of your sales performance over the past [duration, e.g., several months].

Despite the support and feedback provided to help you improve your sales figures, we have not seen the necessary progress. Your sales performance has consistently fallen below the established targets, and efforts to address this matter have unfortunately not yielded the desired results.

Your final paycheck will include all earned wages up to your termination date, as well as any accrued vacation pay, in line with [Company Name]'s policies.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]