

[Your Company Letterhead]

[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 MM/DD/YYYY"]. This decision is based on the consistent underachievement in meeting sales targets that have been established for your position.

Despite our ongoing support and training, we have observed a persistent lack of improvement in your sales performance, falling below the expected benchmarks that are crucial for our business objectives. We appreciate your efforts; however, the results have not aligned with the goals we set forth.

Please return all company property, including keys, documents, and any electronic devices by your last working day. Your final paycheck, including any accrued vacation time, will be provided to you according to company policy.

We wish you the best in your future endeavors and hope you find a position that is a better fit for your skills and interests.

Sincerely,

[Your Name]

[Your Position]

[Company Name]