

# Exit Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Insert Date]. This decision has been made due to inadequate sales achievements that have not met the established targets during your employment period.

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors. Please arrange a meeting with HR to discuss your final paperwork and any outstanding matters.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]