

Job Termination Letter

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 [Termination Date]. This decision follows a comprehensive review of your performance and the sales targets that have not been met over the recent [time period].

Despite prior discussions regarding your sales performance and the support provided to help you meet your goals, we have not observed the necessary improvements. As a company, we must maintain a high standard of performance to ensure continued success.

Please return all company property, including [list any items], by your last working day. Should you have any questions regarding this decision or the next steps, please do not hesitate to reach out.

We appreciate your efforts during your time at [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]