

# Separation 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 [Insert Effective Date]. This decision has been made due to your consistent lack of sales performance, which has not met the expectations outlined in your performance evaluations.

Despite the support and training provided, we have not seen the necessary improvement in your sales results. We appreciate your contributions during your time here, but we must prioritize the overall performance of our team.

You will receive your final paycheck, including any unused vacation days, in accordance with company policy. Please return any company property by your last day of employment.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]