

Severance Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, as of [Termination Date], your employment with [Company Name] will be terminated due to the failure to meet the established sales goals outlined in your performance reviews.

Despite our efforts to support your performance through [specific support measures], the required sales targets have not been achieved over the specified review periods. As a result, we are unable to continue your employment.

We appreciate your contributions to the company during your tenure, and we will provide you with a severance package, which includes [details of severance package].

Please return any company property by [return date] and feel free to reach out to [HR Contact Information] if you have any questions or need further assistance during your transition.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]