

Termination Letter Due to Unmet Sales Targets

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 [Last Working Day] due to unmet sales targets as outlined in your performance reviews.

Despite multiple discussions regarding your performance and our efforts to assist you in meeting your sales objectives, we have not seen the necessary improvements. Your current sales figures fall significantly below the expectations set forth at the start of your employment and during subsequent evaluations.

Please arrange to return any company property by your last working day. You will receive your final paycheck along with any accrued vacation pay in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]