

# Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company's Name] will be terminated effective [Termination Date]. This decision has been made due to your persistent failure to meet the established sales targets over the past [duration].

Despite our ongoing support and multiple performance reviews, you have consistently fallen short of the expected sales performance. We have provided you with the necessary resources and training, yet we have not seen satisfactory improvement.

This decision was not made lightly, and we appreciate your contributions during your time with us. Your final paycheck, including any remaining vacation accrued, will be processed and mailed to you.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Contact Information]