

# Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, following your recent performance review, we have made the difficult decision to terminate your employment with [Company Name], effective [Termination Date].

This decision is based on consistent performance issues that have not improved despite previous feedback and support. We appreciate your efforts during your time with us, but we believe this action is necessary for both you and the company moving forward.

You will receive your final paycheck, including any accrued vacation pay, by [Insert Date]. Please return all company property by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]