

Job Termination 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 [Termination Date]. This decision is based on a review of your performance which has not met the expectations outlined in your previous evaluations.

Over the past [duration], we have discussed areas needing improvement, including [specific issues]. Despite our efforts to provide support and feedback, we have not observed sufficient progress.

You will receive your final paycheck, including any outstanding accrued vacation days, and details regarding your benefits and final arrangements.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]