

# Notice of Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, based on your recent performance appraisal conducted on [Date of Appraisal], we have made the decision to terminate your employment with [Company Name], effective immediately.

The performance appraisal indicated several areas where your performance did not meet the expected standards. Despite previous discussions and opportunities for improvement, we have not seen the necessary progress.

Your final paycheck, including any accrued vacation and benefits, will be provided to you in accordance with our company policies.

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]