

Separation Letter Due to Inadequate Work Performance

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Title]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that after careful consideration, we have decided to terminate your employment with [Company Name], effective [Termination Date]. This decision is based on an ongoing review of your work performance, which has not met the expectations outlined in your job description and the company's performance standards.

Despite our previous discussions and the performance improvement plan initiated on [Date], we have observed inadequate progress regarding your performance. The following areas were identified as needing improvement:

- [Specific area of underperformance 1]
- [Specific area of underperformance 2]
- [Specific area of underperformance 3]

Please be assured that this decision was not made lightly. We value the contributions you have made during your time with us, but we must prioritize the overall effectiveness of our team.

You will receive your final paycheck, including any accrued vacation pay, in accordance with the company policy. Please feel free to reach out if you have any questions regarding your final compensation or benefits.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]