

# Termination of Employment

Date: [Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to unsatisfactory performance.

Over the past [duration], we have had several discussions regarding your performance, including [specific issues]. Despite our efforts to provide support and development opportunities, we have not seen the necessary improvement.

We appreciate your contributions during your time with us, but it has become clear that this role is not a suitable fit.

Your final paycheck, including any unused vacation time, will be processed and mailed to you by [date]. Please return any company property by [return date].

If you have any questions, please feel free to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]