

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 immediately as of [Termination Date]. This decision has been made due to your consistent failure to meet job expectations and performance standards outlined in your employment agreement.

Despite multiple discussions and opportunities for improvement, we have not observed the necessary progress in your performance. Your contributions have not aligned with the objectives set for your role, and we believe that a change is necessary for both you and the company.

You will receive your final paycheck, including any accrued vacation days, in accordance with company policy. Please return any company property by [Return Date].

We encourage you to seek opportunities that align better with your skills and interests. Thank you for your efforts during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]