

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that your employment with [Company's Name] has been terminated effective immediately due to your failure to comply with workplace standards as outlined in our company policies.

Despite previous warnings and attempts to address this issue, there has been no significant improvement in your performance. Your actions have not aligned with the expectations set forth for your position.

Please arrange to return any company property in your possession. You will receive your final paycheck, including any accrued benefits, in accordance with state law.

We wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]