

Employment Conclusion Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, following our recent discussions regarding your performance goals, we have made the decision to conclude your employment with [Company Name], effective [Insert Termination Date].

Throughout your time with us, we have provided support and resources to help you meet your performance objectives. Unfortunately, despite these efforts, we have not observed the necessary improvements in your performance.

Your final paycheck, including any accrued vacation days, will be processed and sent to you by [Insert Pay Date].

We wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]