

Employment Termination Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective [Termination Date]. This decision is a result of your performance metrics not meeting the required standards over the past [duration].

Despite our previous discussions regarding performance expectations and the support provided to help you improve, we have not seen sufficient progress in your performance. The specific areas of concern include [list specific performance metrics or issues].

Please arrange to return any company property in your possession by [return date]. You will receive your final paycheck, including any accrued vacation pay, by [payment date].

If you have any questions regarding this decision or need further clarification, you may contact [HR representative's name and contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]