

Ending Employment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We appreciate your contributions to [Company Name] over the past [duration]. However, we regret to inform you that your employment will be terminated effective [Termination Date] due to the failure to meet the required performance targets set for your position.

Despite our efforts to support you in achieving these targets, we have not seen the necessary improvement. We have documented meetings and feedback sessions held with you on [dates], outlining the expectations and providing guidance.

This decision has been made after careful consideration of your performance and the impact it has had on the team and organization as a whole. We believe this is in the best interest of both parties.

During your remaining time with us, we encourage you to reach out to HR for any questions regarding your final paycheck, benefits, or the transition process.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]