

# Final Employment Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as your final employment notice regarding your performance target shortfalls over the past [insert time frame]. Despite previous discussions and opportunities for improvement, we have not seen the necessary progress in your performance metrics.

As per our company policies, your employment will be terminated effective [insert termination date]. Please ensure that all company property is returned and any final paperwork is completed by your last working day.

We appreciate your efforts during your tenure and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]