

Job Termination Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is based on your failure to meet the established business goals and expectations set forth in your role as [Job Title].

Despite multiple discussions and opportunities to improve performance, we have not seen the necessary progress toward the goals outlined in your performance reviews. We value the effort you have put into your work, but we must prioritize the overall success of the company.

You will receive your final paycheck, including any accrued vacation and benefits, in accordance with state regulations. Please schedule a time to return any company property and complete the necessary exit procedures.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]