

Notice of Termination

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

This letter serves as a formal notice of termination of your employment with [Company Name], effective [Insert Termination Date]. This decision has been made following a review of your performance in relation to the productivity standards set by our organization.

Despite previous discussions and efforts to support your development in this area, we have observed consistent challenges in meeting the expected productivity benchmarks. As a result, we are unable to continue your employment.

Please arrange for the return of any company property in your possession by [Insert Return Date]. Final compensation will be processed in accordance with our standard payroll practices.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]