

Separation Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to your failure to meet the specified performance targets as outlined in your role as [Job Title].

Despite multiple discussions and opportunities for improvement, your performance has not met the required standards. This decision has been made after careful consideration and evaluation of your work over the past [duration].

You are requested to return any company property in your possession by [Return Date]. Your final paycheck, including any accrued vacation days, will be processed and sent to you in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]