

Termination of Employment

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] will be terminated effective [Effective Date]. This decision is based on your performance objectives that have not been met during your employment.

Despite our discussions and support provided to help you improve, including [briefly mention any training or performance improvement plans], we have not seen the necessary progress in your performance. As a result, we must take this step to ensure the continued success of our team.

You will receive your final paycheck, including payment for any unused vacation days, in accordance with our company policy. Please return all company property by [return date].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]