

Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective immediately. This decision follows the final warning issued to you on [Insert Date of Final Warning], regarding your repeated failure to meet project deadlines.

Despite our previous discussions and the support provided to help you improve your performance, we have not seen the necessary changes or adherence to agreed timelines. As a result, we find it imperative to terminate your employment to maintain the standards and expectations of our team.

Please arrange to return any company property in your possession and realize that your final paycheck will be provided to you in accordance with company policy.

We wish you the best in your future endeavors.

Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]