

Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that after careful consideration, your employment with [Company Name] will be terminated effective immediately as of [Termination Date]. This decision follows the final warning issued on [Date of Final Warning], where we highlighted ongoing performance issues that have not been adequately addressed.

Despite our efforts to support your improvement, including [insert any support provided, e.g., training sessions, performance evaluations], we have not observed sufficient progress in your performance. As stated in our final warning, the expectations for your role were clearly outlined, and the lack of adherence to these expectations has necessitated this action.

Please return any company property in your possession by [Return Date]. You will receive your final paycheck and information regarding your benefits shortly.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]