

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 [Insert Termination Date]. This decision is a result of the ongoing customer complaints regarding your performance, which we addressed in the final warning issued to you on [Insert Date of Final Warning].

Despite our efforts to provide you with the necessary support and feedback, the issues related to customer service and satisfaction have not improved to the expectations set forth. Your contributions to the team have been noted, but the continued failure to meet the standards required poses a risk to our business and customers.

Please return any company property by [Insert Return Date]. You will receive your final paycheck and any accrued benefits in accordance with [Company Policy/Law].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]