

Termination of Employment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [Termination Date]. This decision follows our previous discussions regarding your unsatisfactory productivity and the final warning issued on [Date of Final Warning].

Despite our efforts to provide support and feedback for improvement, your performance has not met the required standards expected for your position. We value the contributions made during your time with us, but unfortunately, we cannot overlook the ongoing issues that have arisen.

Please arrange to return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with state law.

Thank you for your time with us, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]