

# Employment Cancellation Notice

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Date]. This decision has been made due to your inability to meet the expectations of your role as [Job Title].

Despite our ongoing support and feedback, we have not seen the necessary improvements in your performance. We appreciate your efforts during your time with us.

Please return any company property by [Return Date]. Should you have any questions regarding your final paycheck or benefits, feel free to reach out to the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]