

Termination of Employment

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] is being terminated effective immediately due to your failure to perform your duties as outlined in your job description.

Despite previous discussions regarding your job performance and our attempts to assist you in meeting the required standards, there has not been sufficient improvement. Specific areas of concern include: [List specific performance issues].

Your final paycheck will be provided to you on your regular pay date, along with any accrued vacation pay, if applicable. Please arrange to return any company property in your possession by [Insert Date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]