

# Formal Termination Letter

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 neglect of your professional duties, as previously discussed in our meetings on [insert dates of prior discussions].

Despite numerous warnings and opportunities to improve your performance, we have not observed the necessary changes, which are crucial to your role. Our decision is based on your ongoing failure to meet the responsibilities outlined in your job description and our expectations for professional conduct.

Your final paycheck, including any unused vacation days, will be processed and sent to you by [insert date]. Additionally, you will receive information regarding your benefits and any necessary exit procedures.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]