

Job 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] will be terminated effective immediately due to inadequate job performance.

Despite previous discussions and opportunities for improvement, we have not seen the progress that is necessary for your role. We believe that this decision is in the best interest of both you and the company.

Please return any company property in your possession by [Insert Return Date]. You will receive your final paycheck, including any earned vacation pay, as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]