

Separation Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Termination Date]. This decision is due to your non-adherence to assigned responsibilities and expectations as outlined in your employment agreement.

Despite multiple discussions regarding the need for improvement in your performance, we have not observed the necessary changes. As a result, we believe that separation is in the best interest of both parties.

Please arrange to return any company property by [Return Date]. You will receive your final paycheck, including any accrued benefits, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]