

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 non-fulfillment of your job duties and responsibilities.

Throughout your tenure, we have discussed several instances of your failure to meet performance expectations, including [briefly list specific examples or instances]. Despite our efforts to provide you with guidance and support, there has been no significant improvement.

Please return any company property in your possession by [insert return date]. Your final paycheck will include any outstanding wages owed to you as per our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]