

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 terminated effective immediately due to your lack of commitment to your duties and responsibilities.

Despite previous discussions regarding your performance and our expectations, there has been insufficient improvement in your adherence to company policies and job requirements. This decision has not been made lightly and is in the best interest of the organization.

Please arrange to return any company property in your possession. Your final paycheck will be processed and mailed to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]