

Notice of 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] will be terminated effective [Last Working Day, typically within two weeks from the date of notice]. This decision has been made as a result of ongoing performance issues despite previous discussions and support provided.

We have taken this step after careful consideration, and we believe that it is in the best interest of both parties. Your performance reviews have indicated that expectations have not been met, and we had outlined a performance improvement plan on [Date of Plan], which did not result in the necessary improvements.

Please return all company property by your last working day. You will receive your final paycheck, including any accrued vacation days, on your last day of employment.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]