

Termination Letter Following Final Warning

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Position]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you of your termination from [Company Name] effective [Termination Date]. This decision follows the final warning issued to you on [Date of Final Warning], regarding [briefly state the issue(s) leading to termination].

Despite our efforts to support your improvement and provide necessary resources, we have not observed the required changes in your performance/conduct.

Please return all company property by [Date]. You will receive your final paycheck, including any accrued vacation days, by [Payment Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]