

Termination 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] will be terminated effective [Insert Effective Date]. This action is taken due to your consistent non-compliance with company policies and procedures.

Despite previous discussions and warnings regarding your performance and behavior, we have not seen the necessary improvements. We believed that providing you additional time and opportunity to rectify these issues would lead to satisfactory compliance; however, that has not been the case.

Please arrange to return any company property in your possession by [Insert Return Date]. You will receive your final paycheck, including any remaining vacation days, during your last pay period.

If you have any questions regarding your final paycheck or benefits, please feel free to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]