

Termination of Employment

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 immediately, due to a lack of expected outcomes in your role as [Job Title]. Despite our previous discussions and the support provided to help you meet performance expectations, we have not observed the necessary improvements.

Your last working day will be [Insert Date]. Please arrange to return any company property in your possession. You will receive your final paycheck along with any accrued benefits and entitlements.

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]