

Termination Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

After careful consideration and evaluation of your performance during your tenure at [Company Name], we regret to inform you that your employment will be terminated effective [Termination Date]. This decision comes after a performance evaluation conducted on [Evaluation Date], which indicated that your performance has not met the required standards for your role.

We appreciate your efforts during your time with us and wish you the best in your future endeavors. Please gather your personal belongings and return any company property before your departure.

If you have any questions or need further assistance, please feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Thank you for your time at [Company Name].

Sincerely,

[Your Name]

[Your Position]