

# Employment Contract Termination Letter

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to ongoing performance issues that have not improved despite multiple discussions and performance reviews.

We appreciate your efforts during your time with us but find that your performance does not meet the required standards for your position. We encourage you to seek further opportunities and wish you success in your future endeavors.

Please return all company property by your last working day. If you have any questions regarding your final paycheck or benefits, feel free to reach out to the Human Resources department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]