

Notice of Potential Job Termination

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of a serious matter regarding your employment with [Company Name]. It has come to our attention that [briefly describe the reason, e.g., performance issues, violation of company policies].

As a result of these concerns, we are issuing this notice of potential job termination. We believe it is important for you to understand the implications of this decision. You will have the opportunity to discuss this matter further during a meeting scheduled for [insert date and time]. Please make every effort to attend.

During the meeting, we will review the reasons for this notice and discuss any mitigating circumstances you wish to present. We encourage you to come prepared to speak about your performance and any issues that may have contributed to this situation.

If you have any questions or would like to speak with someone prior to the meeting, please feel free to contact [HR representative's name] at [phone number] or [email address].

Thank you for your attention to this serious matter. We hope to find a resolution that is in the best interest of all parties involved.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]