

# Termination Risk Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to inform you that there are potential risks regarding your continued employment with [Company Name]. This notification serves to outline the reasons for this risk and the steps you may take to address them.

## Reasons for Termination Risk

- [Reason 1]
- [Reason 2]
- [Reason 3]

It is important to understand that if these issues are not resolved by [Insert Resolution Deadline], it may result in further action, up to and including termination of employment.

Please let us know how you would like to proceed. We encourage open communication and are here to support you in resolving these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]