

Final Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Insert Termination Date]. This decision is final and has been made after careful consideration.

As discussed in previous meetings, your performance/behavior has not met the standards expected by the company. Despite our efforts to support you and provide feedback, there has been insufficient improvement.

Your final paycheck will be provided, which includes any accrued vacation or benefits as required by law. Please return any company property in your possession prior to your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]