

Termination Notice

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] will be terminated effective immediately as of [Termination Date]. This decision has been made due to repeated complaints regarding your conduct and performance, which have been addressed in previous discussions.

Despite our efforts to support your improvement, the issues have continued, and it is in the best interest of the company to part ways at this time.

Please return any company property and settle all outstanding matters with the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]