

# Employment 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 [Termination Date]. This decision is based on performance issues that have been discussed with you during recent performance reviews.

Despite the feedback and support provided, there has been insufficient improvement in the following areas:

- [Performance Issue 1]
- [Performance Issue 2]
- [Performance Issue 3]

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]