

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [last working day, typically two weeks from the date of this letter]. This decision is a result of ongoing issues regarding your performance, which have been discussed in previous meetings and documentation.

Despite our efforts to support you in improving your performance, including [mention any specific actions taken, such as performance reviews, training offered, etc.], we have not seen the necessary improvements.

Please return all company property by your last working day. You will receive your final paycheck which will include any accrued vacation time and other owed compensation.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]