

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well. After careful consideration and review of your performance and contributions to [Company Name], we have made the difficult decision to terminate your employment, effective [Termination Date].

This decision is based on [briefly outline the reason(s) for termination, such as performance issues, company restructuring, etc.]. Despite our efforts to provide support and guidance, we have not observed the necessary improvements expected for your role.

Your final paycheck will include any outstanding payments for work completed up to your termination date. Additionally, [provide information on benefits, return of company property, etc.].

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors. If you have any questions regarding this decision, please feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]