

[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] as a janitor will be terminated effective [last working day, e.g., immediately, on MM/DD/YYYY].

This decision has been made due to [brief reason for termination, e.g., performance issues, policy violations, etc.]. Despite previous discussions and attempts to address these concerns, we have seen insufficient improvement.

You are requested to return all company property by your last working day. You will receive your final paycheck, including any accrued vacation days, on [date].

Should you have any questions regarding your final paycheck or benefits, please feel free to contact [HR contact information].

Thank you for your time at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]