```javascript
// Termination Letter Template
function generateTerminationLetter(employeeName, employeePosition,
terminationDate, reason) {
 return `
 [Your Company Letterhead]
 [Date]

 [Employee Name]
 [Employee Address]

 Dear ${employeeName},
 We regret to inform you that your employment with [Company Name] as a
${employeePosition} will be terminated effective ${terminationDate}.
 The reason for this decision is: ${reason}.
 We appreciate the contributions you have made during your time with us
and wish you all the best in your future endeavors.
 Please return any company property before your last day.
 Sincerely,
 [Your Name]
 [Your Position]
 [Company Name]
 `;
}
// Example usage
let letter = generateTerminationLetter("John Doe", "Software Developer",
"October 31, 2023", "performance issues");
console.log(letter);
```