

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Department/Team]

Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally address a series of recent concerns regarding your performance and conduct within your role at [Company Name]. After careful consideration and thorough review, we have decided to terminate your employment, effective immediately.

This decision was not made lightly. Over the past [duration], we have observed [specific examples of performance issues or behavioral concerns]. Despite our previous discussions and efforts to provide support, there has been insufficient improvement.

Please arrange a meeting with [HR representative/manager] to discuss the details of your final paycheck, benefits, and any other necessary offboarding procedures.

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]