

[Your Name]  
[Your Position]  
[Company Name]  
[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 am writing to formally notify you of the termination of your employment with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has been made following a thorough review of your performance over the past [specify duration]. Despite our previous discussions and the support provided to help you improve, there has not been sufficient progress in meeting the expectations set forth for your role as [Employee's Position].

We appreciate your contributions during your time with us, but we believe that this decision is necessary for both you and the company moving forward. Your final paycheck, including any accrued leave, will be issued on your last working day.

Please return any company property still in your possession by that date. If you have any questions regarding your final paycheck or benefits, feel free to contact [HR Contact Name] at [HR Contact Email/Phone].

We wish you all the best in your future endeavors.

Sincerely,

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