

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Effective Date].

Over the past several months, we have communicated our concerns regarding your job performance. Specifically, your performance has consistently fallen below the required standards set for your position as [Employee Position]. Despite verbal and written warnings, and providing you with opportunities and support to improve, there has been insufficient progress.

As referenced in our meetings on [Dates of Meetings/Warnings], and outlined in the written warning(s) issued to you on [Date(s) of Written Warnings], the following areas of non-performance were identified:

- [Area 1 of non-performance]
- [Area 2 of non-performance]
- [Area 3 of non-performance]

Regrettably, as there has been no satisfactory or consistent improvement, we are left with no option but to terminate your employment, effective [Last Working Day, e.g., immediately or with notice period].

Please return all company property in your possession, including keys, identification cards, equipment, and any confidential documents, by your final working day.

Details regarding your final paycheck, including payment for any accrued but unused leave, will be provided in a separate communication. Should you have any questions regarding your entitlements or the separation process, please contact [HR Contact Name, Title, and Contact Information].

We appreciate the efforts you have made during your tenure with us and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]