

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

Date: **[Date]**

To: [Employee Name]

[Employee Position]

[Department]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with **[Company Name]**, effective **[last working day, e.g., June 30, 2024]**.

The reason for this decision is your continued unsatisfactory performance, despite previous discussions and opportunities for improvement. Specifically, the following areas of your performance have not met the company's standards or job expectations:

- [List specific performance issues, e.g., missed deadlines, quality concerns, etc.]

We have discussed these issues with you on several occasions, including:

- [Date of performance review or warning]
- [Date(s) of follow-up meeting(s)]

Despite these efforts and the performance improvement plan provided, the required improvement has not been achieved.

As a result, your employment will end as of **[last working day]**. Your final paycheck will include payment for all hours worked up to your termination date and any accrued benefits owed to you under company policy. Please return all company property (e.g., keys, laptop, documents) on or before your final day.

If you have questions regarding your final paycheck, benefits, or the return of company property, please contact [HR Contact Name, Title] at [HR Contact Email/Phone].

We appreciate your efforts during your tenure with us, and we wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

This termination letter is intended to comply with company policies and applicable employment laws.