

[Current Date]

[Employee Name]

[Employee ID]

[Department]

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date], due to unacceptable job performance.

This decision follows our previous discussions and formal warnings regarding your performance on [Dates of Previous Warnings/Meetings]. Despite these interventions and the provided improvement period, your performance has failed to meet the required standards of your role.

Specifically, your performance has been unsatisfactory in the following areas:

- [List specific performance failure 1]
- [List specific performance failure 2]
- [List specific performance failure 3]

Your final paycheck, which includes payment for work completed up to this date and any accrued unused vacation time, will be [issued via mail / direct deposit] on [Date].

Please return all company property, including keys, security badges, and laptop, to [Department/Name] by [Time/Date]. Your access to company systems will be deactivated effective immediately.

You will receive a separate package by mail detailing the status of your benefits and information regarding COBRA/healthcare portability.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]