[Current Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Effective Date], due to your failure to meet the performance expectations required for your role as [Job Title].

As discussed during our previous meetings on [List Dates of Previous Warnings/Performance Reviews], your performance did not reach the necessary standards despite the support and training provided during your [Probationary Period/Performance Improvement Plan]. Specifically, the following areas remained below expectations: [Briefly list 1-2 key areas, e.g., sales targets, quality of work, or deadline management].

Your final paycheck, which includes payment for work completed through your last day and any accrued [Vacation/PTO] time, will be [mailed to your address / provided via direct deposit] on [Date].

Please return all company property, including your [Keys, ID Badge, Laptop, etc.], to [Name/Department] by [Time/Date]. Your benefits coverage will continue until [Benefit End Date], and you will receive a separate package regarding your COBRA rights and other benefit options via mail.

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]