Professional Yet Compassionate Termination Letter

Subject: Notice of Employment Termination

Dear [Employee Name],

We regret to inform you that due to ongoing performance challenges that have not met the improvement goals outlined in your performance plan, your employment with [Company Name] will end as of [termination date].

This decision was made after careful consideration and multiple opportunities to improve. We encourage you to view this as an opportunity to pursue roles better suited to your skills and strengths.

Please contact HR to discuss final pay, benefits, and return of company property.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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