

Serious and Direct Termination Letter

Subject: Employment Termination Notification

Dear [Employee Name],

Despite repeated coaching and performance evaluations, your work performance has not met the required standards of [Company Name]. As a result, your employment will be terminated as of [termination date].

Please ensure all company equipment and files are returned promptly. HR will provide information regarding your final compensation and benefits.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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