

2. Lack of improvement: Despite previous discussions and feedback, we have not seen the desired improvement in your work performance.

## 3. [Any other specific reasons, if applicable]

Please note that this termination does not reflect on your personal character but is solely based on your job performance and its impact on the overall operations of the company.

Your final paycheck, including any accrued but unused vacation days and other outstanding payments, will be processed and sent to you according to the company's payroll schedule.

You will be required to return any company property, documents, or confidential information in your possession on or before your last working day.

Additionally, you will have the opportunity to participate in an exit interview with a representative from the HR department. The purpose of this interview is to gather feedback and insights that can help us enhance our work environment and support our employees better in the future.

You may contact [HR contact name] at [HR contact email/phone number] to schedule the exit interview or if you have any questions related to the termination process.

We understand that this is a challenging situation, and we encourage you to make use of any available resources, such as career counseling or job placement services, to support your transition. We sincerely thank you for your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]