

Termination Notification Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Termination Notification

Dear [Recipient's Name],

I hope this letter finds you well. It is with regret that I must inform you that your employment with [Company Name] is being terminated, effective [termination date], in accordance with [Company Name]'s policies and procedures.

The decision to terminate your employment was not made lightly and comes after careful consideration of various factors. Despite our efforts to address performance concerns and provide ample opportunities for improvement, we have not observed the necessary progress to meet the standards required for your role.

The reasons for your termination include, but are not limited to:

1. Performance-related issues: Your performance has consistently fallen short of the expected standards outlined for your position.
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]