Employee Termination Letter Sample PDF

**Dear [Employee Name],**

We are writing to inform you that your employment with [Company Name] will be terminated, effective [Date]. This decision follows a comprehensive review of your performance and the company's current needs.

**Performance Review and Decision Basis**  
[In a detailed letter, this section would provide a summary of the employee's performance issues and any previous warnings or performance improvement plans.]

**Termination Details**  
[This would include specific information on severance, if applicable, final paycheck details, and information about benefits continuation.]

Thank you for your service to [Company Name]. We wish you success in your future endeavors.

**Warm regards,**

**[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]**