

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]