
Termination Letter to Employee Sample

Dear [Employee Name],

We regret to inform you that as of [Date], your employment with [Company Name] will be terminated. This decision has not been made lightly and comes after careful consideration. Despite efforts to address concerns regarding your performance and adherence to company policies, we have not seen the necessary improvement.

Your contributions to [Company Name] are acknowledged, and we thank you for your work up to this point. However, the decision to terminate your employment is final.

Details of Termination

[Here, you would include specific details regarding final paycheck, benefits, and any company property to be returned.]

Next Steps

[This section would outline any administrative processes related to the termination, including exit interviews and paperwork.]

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]