**Employee Termination Letter Template**

[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

[Date Letter is Drafted]

Dear Mr.[Name of the employee]

This letter is to let you know that as of [Last day of work], your employment with [Company name] will come to an end. This decision is not reversible.

Your employment was terminated for the following performance reasons:

On May 7, 202X, you were in performance coaching (meetings and mentoring) and were told that if the employment relationship with us was to continue, your performance would need to improve. You were given a second warning on April 30, 202X, and told that if your performance didn't improve in the following 60 days, your contract will be terminated.

Unfortunately, you have failed to meet the performance targets agreed upon with your supervisor. Your employment has been terminated as a consequence.

Your last check for this month will arrive in the mail in seven days.

Your medical benefits will continue to apply for 30 days.

Before the end of the day, we will require you to return the company vehicle, the key card, the notebook, and the smartphone.

Please contact [HR contact person] if you have any queries regarding pay, benefits, corporate property, or policies you have accepted.

Sincerely,

[Name of manager]