To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Employment Termination Letter**

Dear Mr./Mrs. [name of Recipient],

I am sorry to formally inform you that your employment with the [name of Company] will be terminated as on [mention date]. From this date, your employment as [mention Job Title] with the company will come to an end.

As you are aware of the fact that all of the employees at [mention Company name] work as a team and the poor performance of a single person leads to the inefficiency of the team and as a result, of the organization. At the [name of the meeting] meeting, I warned you for the very last time that if you will not improve your performance, it would cause you a termination of your employment. Nothing personal against you, but I am afraid I had to take this decision as a result of your non professional behavior and poor performance.

You are advised to settle all your matters with the company on or before [mention date of termination]. Furthermore, you are also requested to return all the properties of the company that you currently have in your possession.

For further details, feel free to contact us through the given below details. Best of luck for your future.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]