

# \* \* Termination Letter Template \* \*

(on company letterhead)

(Date)

(Employee Name)

(Street Address)

(City, State, Zip)

Dear (Employee Name):

We regret to inform you that your employment with (Company Name) is terminated effective immediately. Your termination is the result of repeated issues in the following area(s):

- (Briefly describe performance-related issue)
- (Briefly describe behavioral-related issue)

You were issued verbal and written warnings of the above issue(s) on (list date(s) of each verbal and written warning).

Detailed copies of these warnings, signed by you, will remain in your permanent personnel file. Your signature on each warning signifies your awareness of our concerns over the above issues. In addition, you were given specific instructions on what needed to take place, and by when, in order to remedy this issue(s).

As was clearly stated in your final warning, you were to (list specific expectations) in order to correct your (performance/behavior) by (date/or state immediately).

Unfortunately, your continued failure to meet these expectations has now resulted in your termination of employment with (Company Name).

As we now part ways, we wish you only the best in all your future endeavors.

Sincerely,

(hand-written signature in blue ink)

(Sender Name)

(Sender Title)