[Date]

[Courtesy title (Mr., Ms., etc.] [Employee’s full name]

[Street address or P.O. Box]

[City], [State] [Zip code]

[Courtesy title] [Last name]:

Your employment with [insert name of company] is terminated due to [insert objective description of the reason for termination], effective immediately. In previous meetings and per a written warning on [insert date], you were reminded that [insert description of situations, such as an explanation of performance expectations or a statement indicated that company policy prohibits the behavior that led to the termination decision]. You have been warned that continued [insert specific description, such as continued behavior of this type or performance below expectations] could result in termination, yet [insert a descriptive statement, such as the problem has continued to occur or that sufficient improvement has not occurred].

Your effective date of termination is [insert date, which should match the date of the letter]. Your final check will be issued on [insert date] and will include all wages earned [if your company pays out accrued, unused PTO or vacation time, indicate that as well]. Please contact [insert name] in the HR department at [insert phone number] or [email address] to discuss your benefits options.

Regards,

[Sign here]

[Supervisor’s or HR rep’s name], [Title]