[Date]

Dear [Employee Name],

This letter serves as notification of the termination of your employment.

As per the conditions of your employment contract dated [date] and further to our weekly KPI discussions, you have failed to meet the requirements of your role.

As a result of this, and further to our recent discussions, your employment with [Company] will cease on [date].

We thank you for your efforts to date and wish you all the very best with your future endeavours.

Yours sincerely,

[Manager Name]

[Title]

Signed by [Employee Name]

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date