

,

Dear _____:

We regret to inform you that your employment with _____ is being terminated, effective _____. You are being terminated for the following reasons:

- _____
- _____
- _____

Reasons reasons reasons

You were provided with, and issued, written warnings regarding your performance issues, including, but not limited to, warnings for the termination reasons listed above, on the following dates: _____, _____. We have on file, copies of these warnings, signed by you and which have been placed in your personnel file. Each warning issued indicated the existing problem at the time which was discussed with you and your manager, the steps which needed to be taken to improve your performance, and then signed off by you at the end of each warning discussion. As stated in your final written warning notice, you were required to take the necessary steps to correct your performance by _____. Your failure to correct the performance issues has resulted in your termination.

You have the right to appeal this termination by returning a written notification of your intention to appeal this matter to _____ in the Human Resources Department no later than _____. Failure to submit written appeal notification by the deadline provided shall constitute a waiver of the right to appeal.

For additional information regarding this termination of employment, please refer to the following included enclosures: _____

Sincerely,

cc: _____