

Employee Memo For Termination

To: John Doe

From: Jane Smith, HR Manager

Date: August 6, 2024

Subject: Termination of Employment

Dear John Doe,

This memo serves as formal notification of the termination of your employment with XYZ Corporation, effective August 13, 2024.

Despite previous discussions and performance reviews, it has become evident that there has not been sufficient improvement in the areas discussed. Specifically, your performance has consistently fallen below the expected standards, and there have been multiple instances of policy violations despite warnings and additional training.

Please return all company property, including keys, ID badge, and company laptop, by August 9, 2024. Your final paycheck, including any accrued vacation days, will be processed and provided to you by direct deposit on August 15, 2024.

We advise you to contact the HR department for any questions regarding your final compensation, benefits, or other related matters.

Thank you for your efforts during your time with XYZ Corporation. We wish you the best in your future endeavors.

Sincerely,

Jane Smith

HR Manager

XYZ Corporation

Human Resources Contact Information:

Mary Johnson

HR Coordinator

(555) 123-4567

hr@xyzcorporation.com