[company name]  
[company street address]  
[company city, state, zip code]

[employee name]  
[employee’s street address]  
[city, state, zip code]

[date]

Dear [employee name],

On behalf of the company, it is my duty to inform you that your employment with [company name[ is terminated, effective immediately. As discussed, we think this is the best decision, following the lack of improvement throughout your four-month performance improvement plan that was launched on [date] [as you repeatedly violated our anti-harassment policy].

[As you have failed to abide by company policy, your additional benefits will be terminated immediately.] From [date], you won’t be able to use the private medical scheme unless you choose to renew privately. Please also return all company property, including [items] to the Human Resource department by the end of the day.

Please bear in mind that you have signed a non-disclosure agreement. If you have any information about our clients, staff members or stakeholders stored on any of your personal belongings, it must be deleted immediately.

You will receive your salary until [date] and will be compensated for your remaining holiday allowance. You will also receive severance pay for [amount of salary].

If you’re in need of assistance or in any doubt, please feel free to contact me anytime.

Sincerely,

[Your name]

[Signature]

[Job title]

Acknowledgment from [employee name]:

Date: