<*Employee’s Name*>

<*Date*>

**Re: Termination of Employment**

On <*date*>, <*date*> and <*date*> you were warned about your poor performance, and continued failure to correct the issue. You have once again failed to correct the issue, therefore, effective immediately, your employment with Trees Organic Coffee has been terminated.

Please return all company property, including uniform and keys within 48 hours. Your final paycheque, including all accrued vacation pay, will be issued to you upon receipt of all company property in your possession.

Sincerely,

<*Your name*>

<*attach copies of previous performance warnings>*