Oct. 29, 20XX

Mr. Peters,

This letter is to inform you that your employment with Internet Industries Corp. will end as of October 29, 20XX. This decision is not reversible.

Your employment was terminated for these performance reasons:

On July 1, 20XX, you received performance coaching and were informed that your performance would be required to improve if your employment with Internet Industries Corp. were to continue. On August 25, 20XX, you received a second warning and were informed that failure to improve performance within 60 days would result in your termination.

You have failed to meet the performance targets agreed upon. As a result, your employment has been terminated.

You will receive your final check for this month in the mail in 7 days. Once we have received a signed copy of the attached release of claims document, you will receive a $5,000 severance payment.

Your health care benefits will remain in effect for 35 days.

You are requested to return all company property, including your car, cell phone and ID badge before the end of the day.

If you have questions about compensation, benefits, company property or policies you have signed, please contact Jane Doe at 555-XXXX.

Yours,

Justin Vernon