

Retirement Resignation Letter for a Non-Profit Organization Worker

Jane Doe
HR Manager
XYZ Corporation
100 Business Way
Metro City, MA, 02100
jane.doe@xyzcorporation.com
(555) 890-1234
March 1, 2024

Christopher Bauer
250 Residential Road
Metro City, MA, 02102

Subject: Termination of Employment

Dear Christopher Bauer,

This letter is to inform you that your employment with XYZ Corporation as a Senior Analyst will be terminated effective two weeks from today's date, March 15, 2024. This difficult decision comes after thorough deliberation and is final.

The reasons for this termination are related to consistent underperformance and failure to meet the objectives outlined in your role, despite repeated feedback and performance improvement efforts. Specific instances that led to this decision include [provide a brief summary of performance issues, ensuring to keep the tone professional and factual].

Please understand that this decision follows a comprehensive review process and numerous discussions aimed at supporting your ability to succeed in your role. Unfortunately, the necessary improvement in performance was not observed.

You will receive your final paycheck for the period up to and including your last day of work, which will also include compensation for unused vacation days accrued as per our company policy. The details regarding your benefits and the procedures for their termination will be provided to you in a separate document.

We request that you return all company property, including but not limited to, laptops, mobile devices, and access cards, by your last working day. An HR representative will contact you to schedule an exit interview and discuss the return of these items.

XYZ Corporation wishes to ease your transition and will provide support in the form of [mention any support like outplacement services, if applicable]. Additionally, you are entitled to [mention any severance package, if applicable], as detailed in our company policies.

We genuinely appreciate the efforts you have made during your tenure with us and wish you success in your future endeavors. Should you have any questions regarding this termination process or your benefits, please do not hesitate to contact me directly.

Sincerely,

Jane Doe
HR Manager
XYZ Corporation
(555) 890-1234
jane.doe@xyzcorporation.com