Tracy Pope  
HR Director  
ABC Company  
123 Anywhere Street  
Somewhereville, Best State 88889

January 1, 2011

Mr. Ryan Franco  
456 Somewhere Road  
Best Town, Best State 88888

Dear Mr. Franco:

We regret to inform you that your employment with ABC Company is hereby terminated immediately.

Despite verbal and written warnings about your performance, you have not obtained the performance objectives we set on 11/5/2009 and reviewed again on 12/10/2009. Please return your desk key and id badge to the security desk.

As part of your separation from ABC Company and per company policy, we will be providing you with two weeks’ severance pay. Please also note that all other benefits will end on the termination date including your health and dental insurance. Please contact the health insurance company directly for information on COBRA options.

Should you have any questions about your benefits or other details about your termination, please contact Mike Speth in HR at (123) 456-7890.

ABC Company wishes you the best in your future employment.

Sincerely,

[Signature]

Tracy Pope