

Medical Termination Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Subject: Medical Termination Letter

Dear [Recipient's Name],

I hope this letter finds you well. It is with great regret and after careful consideration that I must inform you of the termination of your employment with [Company/Organization Name], effective as of [Termination Date].

This decision is not taken lightly and is the result of an extensive review of your performance and attendance over the past [period of evaluation]. Unfortunately, during this time, we have observed consistent performance issues and an unacceptable number of unexcused absences, which has led to a significant impact on your job responsibilities and our company's operations.

Despite our efforts to support and provide resources to assist you in improving your performance and attendance, we have not seen the desired progress. It is essential for our company to maintain a high level of efficiency and productivity, and we must ensure that all employees meet the necessary standards.

Furthermore, we have taken into consideration the medical challenges you have faced during your

employment. We have made reasonable accommodations as required by law to support your needs. However, we have reached a point where we can no longer sustain these accommodations while fulfilling the operational demands of the business.

Please note that this decision is in no way a reflection of your personal character or worth as an individual. It is solely based on your inability to fulfill the essential job requirements within the organization.

As part of your termination, you will receive all entitled benefits as per company policy and relevant employment laws. Our HR department will provide you with information regarding your final paycheck, accrued vacation days, and any other benefits.

We understand that this may be a challenging time for you, and we will do our best to provide references and support in your job search.

If you have any company property in your possession, such as keys, access cards, or equipment, please return them to [HR Department/Supervisor] before your last day.

If you have any questions or concerns regarding the termination or the process moving forward, please do not hesitate to reach out to our HR department at [HR Contact Email/Phone Number].

We sincerely appreciate the contributions you have made during your time at [Company/Organization Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]