CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Notice of Imminent Threat of Employment Termination

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is at risk of immediate termination. This status is a result of the following unresolved issue(s):

- [Insert specific reason, e.g., Failure to meet Performance Improvement Plan goals]
- [Insert specific reason, e.g., Serious breach of company policy dated MM/DD/YYYY]
- [Insert specific reason, e.g., Continued unexcused absences]

Despite previous [warnings/discussions/evaluations] held on [Date(s)], the required improvements or corrective actions have not been sufficiently met. Consequently, the company is now considering the final step of termination.

A final review meeting has been scheduled to discuss this matter before a conclusive decision is made:

Meeting Date: [Insert Date]
Meeting Time: [Insert Time]
Location/Link: [Insert Location or Meeting Link]
Attendees: [Insert Names of Managers/HR Personnel]

During this meeting, you will have the opportunity to provide any final information or context regarding these issues. Please be advised that unless compelling evidence is presented to change the current trajectory, your employment will be terminated effective [Date].

Please acknowledge receipt of this notice by signing below and returning a copy to the Human Resources department immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the severity of my current employment status.

_____
Signature of Employee

_____
Date