

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated for cause, effective [Immediate/Final Date].

This decision has been made due to continued and repeated performance failures. Specifically, you have failed to meet the essential requirements of your role as discussed during previous performance reviews and disciplinary meetings held on [Date of First Meeting] and [Date of Second Meeting].

Despite the implementation of a Performance Improvement Plan (PIP) on [Date] and the provision of additional training and support, the following issues have persisted:

- [Specific Failure 1: e.g., Failure to meet monthly sales quotas]
- [Specific Failure 2: e.g., Consistent errors in financial reporting]
- [Specific Failure 3: e.g., Failure to complete assigned projects by deadlines]

Because these issues represent a recurring failure to perform your duties to the standards required by the company, we are proceeding with termination for cause.

Your final paycheck, including payment for hours worked through [End Date] and any accrued but unused vacation time (if applicable by law/policy), will be issued on [Date/via Method].

Regarding your company benefits:

- Your health insurance coverage will end on [Date].
- Information regarding COBRA/continuation of benefits will be sent under separate cover.

Please return all company property, including your [ID Badge, Laptop, Keys, etc.], to [Name/Department] by [Time] on [Date].

We remind you of your ongoing obligations regarding [Confidentiality/Non-Disclosure Agreements] signed on [Date].

Sincerely,

[Signature]

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