

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Last Working Date].

On [PIP Start Date], you were placed on a Performance Improvement Plan (PIP) to address specific areas of concern regarding your job performance. Throughout the duration of the plan, we provided [mention support, training, or weekly check-ins] to assist you in meeting the required standards.

A final review of your performance during this period has been completed. Unfortunately, it has been determined that you have failed to meet the objectives and expectations outlined in the PIP. Consequently, we have made the decision to move forward with the termination of your employment.

Regarding your transition:

- **Compensation:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final day and [mention accrued vacation/PTO if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate packet regarding COBRA or benefit conversion options.
- **Company Property:** Please return all company property, including your [laptop, ID badge, keys, etc.], by [Date/Time].

If you have any questions regarding your final pay or benefits, please contact the Human Resources department at [HR Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]