

**Date:** [Date]

**To:** [Employee Name]

**Subject:** Termination of Employment and Severance Offer

Dear [Employee Name],

As you are aware, you were placed on a Performance Improvement Plan (PIP) on [PIP Start Date] to address specific performance concerns. Since that time, we have held regular meetings to review your progress and provide feedback. Despite these efforts, the required improvements in your performance have not been met.

Consequently, your employment with [Company Name] is terminated, effective [Effective Date].

**Final Pay and Benefits:**

Your final paycheck, which includes payment for all hours worked through your final day and any accrued, unused vacation time (if applicable by law), will be issued on [Date/Final Pay Period]. Your health insurance coverage will continue through [Date]. You will receive separate information regarding COBRA or other benefit transitions.

**Severance Offer:**

To assist in your transition, [Company Name] is offering you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. This offer is contingent upon your signing and returning the attached Separation Agreement and General Release by [Deadline Date]. This severance is voluntary and is not required by company policy or law.

**Company Property:**

Please return all company property, including your laptop, building keys, and corporate credit cards, to [Department/Name] by [Date/Time].

**Confidentiality:**

We remind you of your continuing obligations under the [Confidentiality/Non-Disclosure Agreement] you signed upon hire regarding the protection of proprietary company information.

We wish you the best in your future endeavors.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]