

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Last Working Date], due to your continued failure to improve the quality of your work to the required standards.

This decision follows several discussions and the Performance Improvement Plan (PIP) initiated on [Date PIP Started]. Despite providing feedback, additional training, and a formal warning on [Date of Warning], your work output has consistently failed to meet the benchmarks established for your role. Specifically, the following areas remained below standard: [List specific areas of failure].

Your final paycheck, which includes payment for work completed through your final date and any accrued unused vacation time, will be [issued via mail / direct deposit] on [Date].

Regarding your benefits, you will receive a separate package detailing the status of your health insurance and any applicable conversion or continuation options.

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

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]