

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made due to your continued unsatisfactory job performance. As previously discussed during our meetings on [Date of Previous Meeting] and [Date of Second Meeting], your performance has not met the required standards for your role, specifically in the areas of:

- [Specific Performance Issue 1]
- [Specific Performance Issue 2]

Despite the implementation of a Performance Improvement Plan (PIP) on [Date], the necessary improvements have not been achieved.

Regarding your final compensation:

- Your final paycheck, including payment for work through today and any accrued unused vacation time, will be [provided today / mailed to your address / deposited into your account] by [Date].
- Information regarding your benefits and COBRA coverage will be sent to you under separate cover.

Please return all company property, including your [ID badge, keys, laptop, etc.], to [Name/Department] by [Time] today.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]