

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to continued unsatisfactory job performance. Despite previous discussions and the Performance Improvement Plan initiated on [Date], the required standards of your role have not been met. Specifically, [briefly mention specific areas of failure, e.g., failure to meet sales targets, recurring errors in reporting, etc.].

Your final paycheck, which includes payment for work completed up to [Effective Date] and any accrued unused vacation time, will be [provided today / mailed to your address / deposited on Date].

Regarding company benefits:

- Your health insurance coverage will continue until [Date].
- Information regarding COBRA or conversion options will be sent to you via mail.

Please return all company property, including [keys, laptop, ID badge, credit cards], by [Time/Date] to [Name/Department].

You are reminded of your ongoing obligations regarding [confidentiality / non-compete agreements] signed on [Date].

If you have any questions regarding your final compensation or benefits, please contact [HR Name] at [Phone Number/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]