

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

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to your continued poor performance in the role of [Job Title]. Despite previous discussions and the Performance Improvement Plan (PIP) initiated on [Date], your performance has not met the required standards of the company. Specifically, you have failed to [list specific areas of failure or missed targets].

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to [Final Date] and any accrued unused vacation time, will be [mailed to your home address / deposited into your account] on [Date].
- Your health insurance coverage will continue until [Date]. You will receive separate information regarding COBRA or benefit conversion options.
- Please return all company property, including your [ID badge, keys, laptop, etc.], to [Department/Person] by [Date/Time].

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

We wish you success in your future endeavors.

Sincerely,

[Signature]
[Manager Name]
[Manager Title]