

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

[Date]

[Employee Name]
[Employee ID/Department]
[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to continued substandard performance in your role as [Job Title]. As previously discussed during our meetings on [Date of Performance Review] and [Date of Warning], your performance has consistently failed to meet the required standards and expectations of the company, specifically in the areas of:

- [List specific performance issue 1]
- [List specific performance issue 2]

Despite the implementation of a Performance Improvement Plan (PIP) and providing additional support, the necessary improvements have not been achieved.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked and accrued vacation time, will be issued on [Date] via [Payment Method].
- Your health insurance coverage will continue until [Date]. Information regarding COBRA or benefits conversion will be sent separately.
- Please return all company property, including keys, laptop, and ID badges, by [Date/Time].

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

We wish you the best in your future endeavors.

Sincerely,

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