

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following the conclusion of your Performance Improvement Plan (PIP), which commenced on [PIP Start Date] and ended on [PIP End Date]. The purpose of the PIP was to provide you with a structured opportunity to address specific performance concerns, including:

- [Concern 1]
- [Concern 2]

Despite the regular feedback sessions and resources provided during this period, you have not met the required performance standards outlined in the plan. Specifically, you failed to achieve the following objectives:

- [Objective 1]
- [Objective 2]

As a result of this continued unsatisfactory performance, we have decided to move forward with termination. Your final paycheck, which includes payment for work through your final date and [accrued vacation/other relevant payments], will be [issued via direct deposit / mailed to you] on [Date].

Regarding your benefits, you will receive a separate package via mail detailing your options for [COBRA/Health Insurance] and any retirement account information.

Please return all company property, including your laptop, building keys, and ID badge, to [Department/Person] by [Time] on [Date].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Manager/HR Name]

[Title]