

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

**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 [Date].

This decision has been made due to unsatisfactory job performance. As previously discussed during our meetings on [Date of Previous Meetings] and documented in your Performance Improvement Plan (PIP) issued on [Date], you have not met the required performance standards for your role.

Specifically, the following areas remained below expectations:

- [Key Performance Area 1]
- [Key Performance Area 2]

Regarding your final compensation:

- Your final paycheck, including payment for work through [Date] and [Number] days of accrued unused vacation, will be [mailed to your address/provided via direct deposit] on [Date].
- Your health insurance benefits will continue until [Date]. Information regarding COBRA or benefit conversion will be sent to you under separate cover.

Please return all company property, including your [Laptop, Keys, ID Badge, Credit Cards], to the HR department by [Time/Date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]