

[Current Date]

[Executive Name]

[Executive Title]

[Company Name]

Subject: Notice of Termination of Employment

Dear [Executive Name],

This letter serves as formal notice that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made due to unsatisfactory performance in your role as [Executive Title]. Specifically, this action follows previous discussions and evaluations regarding [mention specific areas, e.g., failure to meet strategic objectives, financial targets, or leadership expectations]. Despite these discussions, the required improvements in performance have not been achieved.

In accordance with your employment agreement, the following details apply to your departure:

- **Final Pay:** Your final paycheck, including earned salary through [Effective Date] and any accrued but unused vacation time, will be issued on [Date].
- **Severance:** [Detail severance package terms as per contract, or state if no severance is provided].
- **Benefits:** Your health insurance and other company benefits will conclude on [Date]. You will receive separate documentation regarding your rights to COBRA or benefit conversion.
- **Company Property:** Please return all company property, including laptop, keys, security badges, and corporate credit cards, by [Date/Time].

Please be reminded of your ongoing obligations under your employment agreement regarding confidentiality, non-disclosure, and [mention non-compete/non-solicitation if applicable].

If you have questions regarding your compensation or benefits, please contact [Name/Department].

Sincerely,

[Signature]

[Name of Superior/Board Member]

[Title]