

[Date]

[Employee Name]

[Employee ID]

[Department]

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 [Last Working Date], due to your continued failure to meet the required performance targets and KPIs for your role as [Job Title].

As documented in our previous meetings on [Date of First Warning] and [Date of Final Warning], you were placed on a Performance Improvement Plan (PIP) to address the following deficiencies:

- Failure to achieve [Specific Target/KPI 1]
- Failure to achieve [Specific Target/KPI 2]
- [Other performance issues]

Despite providing support, training, and a clear timeline for improvement, you have failed to reach the necessary benchmarks required for your position. Consequently, the company has decided to move forward with termination.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for [unused vacation time/accrued leave], will be issued on [Date].
- Your health insurance coverage will continue until [Date].
- [Information regarding other benefits or company property return].

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

We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]