

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

[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Final Notice and Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date], due to continued unsatisfactory job performance.

On [Date of Previous Warning/PIP Start], you were issued a Performance Improvement Plan (PIP) which outlined specific areas requiring improvement, including:

- [Area of concern 1]
- [Area of concern 2]

Despite providing [list support/training provided], your performance has not reached the required standards set forth in your improvement plan. Specifically, [Description of recent failure to meet goals].

As a result of these ongoing performance issues, we have made the decision to end your employment. Your final paycheck, including payment for [accrued vacation/overtime], will be [issued today / mailed to your address].

Regarding your benefits:

- Health insurance coverage will continue until [Date].
- Information regarding COBRA/benefits enrollment will be sent under separate cover.

Please return all company property, including [Keys, Laptop, ID Badge], to [Department/Person] by [Time/Date].

If you have questions regarding your final compensation or benefits, please contact the Human Resources Department at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Company Name]