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

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date].

This decision has been made due to continued unsatisfactory job performance. As previously discussed during our meetings on [Date of Warning 1] and [Date of Warning 2], your performance has not met the required standards established for your role as [Job Title]. Despite being placed on a Performance Improvement Plan (PIP) on [Date], the necessary improvements have not been achieved.

Your final paycheck, which includes payment for work completed through your final day and [mention any accrued vacation/PTO if applicable], will be [issued today / mailed to your address on file].

Regarding your benefits:

- Your health insurance coverage will continue until [Date]. Information regarding COBRA will be sent via mail.
- Your [401k/Retirement Plan] details will be provided by the plan administrator.

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

Should you have any questions regarding your final compensation or benefits, please contact the Human Resources department at [Phone Number] or [Email].

Sincerely,

[Signature]

[Manager/HR Name]
[Title]