[Current Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Day Date], due to unsatisfactory job performance.

This decision follows our previous discussions regarding your performance on [Date of First Meeting] and [Date of Second Meeting]. Despite providing you with a Performance Improvement Plan (PIP) and additional training, your performance has not met the required standards for the position of [Job Title]. Specifically, you have failed to [List specific areas of failure, e.g., meet sales targets / complete reports on time].

Your final paycheck, including payment for [List any accrued vacation time or bonuses], will be issued on [Date].

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

Your health insurance coverage and other benefits will [Briefly explain status, e.g., expire on the last day of the month]. You will receive a separate package via mail detailing your options for COBRA or benefit extensions.

We wish you the best in your future endeavors.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]
[Company Name]