[Date]

[Employee Name]
[Employee ID]
[Address]

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].

This decision has been made following the conclusion of your Performance Improvement Plan (PIP), which began on [PIP Start Date] and ended on [PIP End Date]. Despite the support, resources, and regular feedback provided during this period, the required performance standards and objectives outlined in the PIP document have not been met.

As a result of this continued performance deficiency, we are moving forward with termination of your employment.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through your last day [and accrued vacation time, if applicable], will be issued on [Date/via Method].
- Your health insurance and other benefits will continue until [Benefit End Date]. You will receive a separate package regarding COBRA and retirement account options.
- Please return all company property, including [Laptop, ID Badge, Keys, etc.], by [Date/Time].

Please be reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure Agreements] signed at the start of your employment.

If you have any questions regarding your benefits or final pay, please contact [HR Contact Name] at [Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

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