[Date]

[Employee Name]
[Employee ID]
[Home 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 [Effective Date].

This decision has been made due to unresolved performance issues. Despite previous discussions and the implementation of a Performance Improvement Plan (PIP) on [Date], your performance has not reached the required standards outlined for your role as [Job Title]. Specifically, the following areas remain below expectation:

- [List specific performance issue 1]
- [List specific performance issue 2]

As a result of your termination:

- Your final paycheck, including payment for [accrued vacation/unused PTO], will be issued on [Date] via [Payment Method].
- Your health insurance and other benefits will continue until [Date]. Information regarding COBRA or benefit conversion will be sent separately.
- Please return all company property, including your [laptop, keys, ID badge, credit cards], by [Date/Time] to [Name/Department].

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

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

We wish you the best in your future endeavors.

Sincerely,

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