[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated, effective [Last Working Date], due to continued substandard performance.

As previously discussed in our meetings on [Date of First Meeting] and [Date of Second Meeting], your performance has consistently fallen below the requirements of your role as [Job Title]. Despite the implementation of a Performance Improvement Plan (PIP) on [Start Date of PIP] and the provision of [mention any training or support provided], the necessary improvements have not been achieved.

Specific areas where performance remained unsatisfactory include:

- [Specific Performance Issue 1]
- [Specific Performance Issue 2]
- [Specific Performance Issue 3]

Because these performance standards have not been met despite multiple warnings and opportunities for improvement, we have made the decision to end your employment.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for days worked up to [Last Working Date], will be issued on [Date].
- Payment for accrued but unused vacation time [will/will not] be included, per company policy.
- Information regarding your health insurance coverage and COBRA eligibility will be sent to you via mail.

Please return all company property, including [keys, laptop, ID badge, etc.], to [Name/Department] by [Time] on [Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]

[Company Name]