Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Last Working Date], due to your failure to achieve the core objectives and performance standards required for your role.

This decision follows our previous discussions on [Date of Meeting] and [Date of Meeting], as well as the implementation of a Performance Improvement Plan (PIP) on [Start Date of PIP]. Despite these efforts and the support provided, your performance has consistently fallen short of the following key objectives:

- [Objective 1: e.g., Failure to meet sales targets]
- [Objective 2: e.g., Inability to complete project deadlines]
- [Objective 3: e.g., Insufficient accuracy in financial reporting]

Regarding your final compensation, you will receive your salary up to your last day of work, along with payment for any accrued but unused vacation time. Your final paycheck will be [issued on Date / sent via Mail].

Please return all company property, including [Laptop, Keys, ID Badge, etc.], to [Department/Name] by [Time] on [Date].

Details regarding your benefits and COBRA eligibility will be sent to you in a separate package to your home address.

We wish you the best in your future endeavors.

Regards,

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