Date: [Date]

To: [Employee Name]

Position: [Job Title]

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 Day Date], due to continued poor performance.

As discussed in our previous meetings on [Date of First Warning] and [Date of Final Warning], your performance has not met the required standards set out in your Performance Improvement Plan (PIP). Specifically, you have failed to achieve the following objectives:

- [Objective 1]
- [Objective 2]

Despite the support and training provided, the necessary improvements have not been sustained. Therefore, we have made the decision to move forward with dismissal.

Regarding your final compensation:

- Your final paycheck will include payment for work completed up to [Last Date] and any accrued but unused vacation time.
- Your fringe benefits and insurance coverage will end on [Date].
- Information regarding your right to continue benefits (COBRA) will be sent under separate cover.

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

We wish you the best in your future endeavors.

Sincerely,

[Name]
[Title]
[Company Name]