

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Employment Termination

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Last Working Date], due to the expiration of your required professional certification: [Name of Certification].

As outlined in your employment agreement and job description, maintaining an active [Name of Certification] is a mandatory requirement for your position as [Job Title]. According to our records, your certification expired on [Expiration Date].

Despite previous notifications regarding this expiration, we have not received proof of renewal. Consequently, you no longer meet the legal or regulatory qualifications necessary to perform your duties.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through [Last Date] and any accrued PTO, will be issued on [Date].
- Information regarding your health insurance coverage and COBRA options will be sent via mail.
- Please return all company property, including keys, ID badges, and equipment, by [Return Date].

If you obtain valid certification in the future, you are welcome to re-apply for open positions for which you are qualified.

Sincerely,

[Signature]

[Sender Name]

[Title]