

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Re: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date], due to your failure to maintain the mandatory licensure required for your position.

As outlined in your job description and the employee handbook, maintaining a valid [Name of License/Certification] is a fundamental condition of your continued employment. Our records indicate that your license expired on [Expiration Date]. Despite previous reminders on [Date of Reminders], we have not received verification of a successful renewal.

Because you no longer meet the legal and professional requirements to perform the duties of a [Job Title], we can no longer retain you in this position.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through [Last Day Worked] and any accrued vacation time, will be issued on [Date] via [Payment Method].
- Information regarding your benefit status and COBRA eligibility will be sent to you under separate cover.
- Please return all company property, including [List items: keys, laptop, ID badge], by [Date].

Please contact [HR Contact Name] at [Phone Number/Email] if you have questions regarding your final pay or benefits.

Sincerely,

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