

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

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 [Termination Date].

Your employment was contingent upon maintaining a valid [Name of Certification/License]. On [Date], it was confirmed that you no longer hold this required certification due to [Reason: expiration/failure to renew/revocation].

As this certification is a mandatory requirement for your position as [Job Title], we are unable to continue your employment. This decision is based solely on the loss of the professional qualifications necessary to perform your job duties.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to [Final Date], will be issued on [Date].
- [Optional: Information regarding accrued vacation or PTO payout].
- Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

Please return all company property, including [List items: keys, ID badge, laptop, etc.], by [Date/Time].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]