

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment - Lapsed Board Certification

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Effective Date].

This decision is based on the expiration of your [Name of Board Certification] on [Expiration Date]. As outlined in your offer letter and your job description, maintaining an active board certification is a mandatory requirement for your position as [Job Title].

Our records indicate that you were previously notified of this upcoming expiration on [Date of Warning/Notice]. Because you have failed to provide proof of renewal or current certification by the required deadline, you are no longer legally or operationally qualified to perform your duties.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through [Last Day Worked], will be issued on [Date].
- [Details regarding accrued PTO or vacation time payout].
- Information concerning your health insurance benefits and COBRA eligibility will be sent under separate cover.

Please return all company property, including keys, ID badges, and electronic devices, to the Human Resources department by [Date/Time].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]