

Date: [Current Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: 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 regulatory certifications required for your position.

As outlined in your employment agreement and the company policy manual, maintaining a valid [Name of Certification/License] is a fundamental requirement of your role. Our records indicate that your certification [expired on Date / was never obtained by the required deadline of Date].

Despite previous notifications sent to you on [Date of first warning] and [Date of second warning] regarding this requirement, we have not received proof of valid certification. Consequently, you are no longer legally or contractually permitted to perform the duties of your position.

Final Compensation and Benefits:

- Your final paycheck, including payment for hours worked up to [Final Date] and any accrued unused vacation time, will be [issued via direct deposit / mailed to your address] on [Date].
- Your health insurance coverage and other benefits will terminate on [Date]. You will receive separate information regarding your rights to COBRA or benefit conversion, if applicable.

Company Property:

Please return all company property, including [ID badges, keys, laptop, etc.], to [Department/Name] by [Time/Date].

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

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]