

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This action is being taken because your occupational license, [Name of License/License Number], has been suspended as of [Date of Suspension]. As stated in your job description and the company handbook, maintaining a valid and active license is a mandatory requirement for your position as [Job Title].

Because you are currently unable to legally perform the essential duties of your role, we can no longer continue your employment. This termination is categorized as a discharge due to failure to maintain professional credentials.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked through [Last Day Worked], will be issued on [Date].
- [Optional: Information regarding accrued vacation or PTO payout].
- [Optional: Information regarding benefits or COBRA].

Please return all company property, including keys, ID badges, and equipment, by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]