

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company/Institution Name] is being terminated, effective [Last Working Date], due to the expiration of your required academic credentials.

As outlined in your employment agreement and the job description for the position of [Job Title], maintaining valid and current [Type of Credential/License/Certification] is a mandatory requirement for continued employment. Our records indicate that your credentials expired on [Expiration Date].

Despite previous notifications sent to you on [Date of First Warning] and [Date of Second Warning], we have not received proof of renewal or reinstatement of these credentials. Consequently, you no longer meet the minimum qualifications required to perform your duties.

Regarding your final compensation:

- Your final paycheck will include payment for hours worked up to [Last Working Date].
- You will be compensated for [Number] days of accrued but unused vacation time.
- Information regarding your benefits and [COBRA/Health Insurance] will be sent to you via separate mail.

Please return all company property, including [Keys, ID Badge, Laptop, etc.], to the Human Resources department by [Time] on your final day.

If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]