

[Company Name]  
[Address]  
[City, State, Zip Code]

[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 [Last Day of Work Date].

As outlined in your offer letter and the [Job Title] job description, maintaining your employment was contingent upon successfully passing the [Name of Certification] examination by [Deadline Date].

On [Date], we received notification that you did not achieve a passing score on this mandatory certification. Because this certification is a legal and operational requirement for your position, we are unable to continue your employment at this time.

Your final paycheck, including payment for all hours worked up to your final date and any accrued unused vacation time, will be [mailed to your address / deposited into your account] on [Date].

Information regarding your benefits, including COBRA and your retirement account, will be sent to you under separate cover.

Please return all company property, including your ID badge, keys, and laptop, to [Department/Person] by [Date/Time].

We wish you the best in your future endeavors.

Sincerely,

[Name]  
[Title]  
[Company Name]