[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Notification of Termination of Employment**

Dear [Employee Name],

After careful consideration, we regret to inform you that your employment with [COMPANY NAME] will be terminated, effective [DATE]. This decision has been made due to your ongoing failure to meet the performance standards required for your role as [JOB TITLE].

Over the past [Time Period, e.g., “several months”], we have consistently addressed concerns regarding your performance, including:

* [*Example of unmet standard, e.g., “Failure to achieve key project deadlines.”*]
* [*Example of unmet standard, e.g., “Consistent errors in [specific area].”*]
* [*Example of unmet standard, if applicable*].

Despite providing support and opportunities for improvement through [*e.g., “performance reviews,” “coaching sessions,” “a Performance Improvement Plan”*], the required progress has not been achieved.

**Final Details**:

Your final paycheck, including any compensation owed to you through the termination date and payment for accrued but unused [PTO/vacation time, if applicable], will be issued on [DATE] in accordance with company policy and legal requirements. Information regarding benefits, including [*e.g., “COBRA continuation coverage”*], will be sent to you separately.

**Return of Company Property**:

Please ensure that all company property, including [*list items, e.g., “laptops, ID cards, or documents”*], is returned to [Contact Name/HR Department] no later than [DATE].

If you have any questions regarding this decision or need further clarification, please contact [HR Contact Name] at [Email Address/Phone Number].

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................