

[Company Letterhead or Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Subject: Formal Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective as of [Termination Date].

As previously discussed and documented in our meetings on [list previous relevant dates], your job performance has not met the required standards expected for your position as [Employee Position]. Despite prior written warnings and performance improvement plans provided to you on [dates of warnings/PIPs], there has not been sufficient improvement in the areas of concern. Specifically, these areas include:

- [Briefly describe major performance issues]
- [List additional issues, if any]

In accordance with company policy and after thorough consideration, we have determined that termination of your employment is necessary. Your last working day with [Company Name] will be [Termination Date].

You will receive your final paycheck, including payment for all hours worked and any accrued but unused vacation days, if applicable, on [final paycheck date]. Information regarding your benefits, including COBRA (if applicable) and the return of any company property, will be provided to you separately.

Please arrange to return all company property, including keys, ID badges, laptops, and other company materials, by [date].

We appreciate your contributions during your tenure with [Company Name] and wish you success in your future endeavors.

Sincerely,

[Supervisor or HR Representative Name]

[Title]

[Company Name]

[Contact Information]