

Date: [Insert 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 being terminated, effective [Last Working Date].

This decision has been made due to performance concerns that were previously discussed with you on [Date of Performance Meeting(s)]. Despite these discussions and the support provided, your performance has not met the required standards for this role.

Regarding the conclusion of your employment:

- Your final paycheck, including any accrued vacation time, will be issued on [Date].
- Your healthcare benefits will continue until [Date]. Information regarding COBRA will be sent separately.
- Please return all company property, including [Laptop/Keys/ID Badge], by [Date/Time].

We thank you for your efforts and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]