

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately or specific date].

This decision is based on [briefly state reason, e.g., performance issues, violation of company policy, etc.]. Despite previous discussions regarding this matter, we have not seen the necessary improvement.

You are requested to return any company property in your possession by your last working day. Your final paycheck, including any accrued leave, will be processed and provided to you as per the regular payroll schedule.

If you have any questions regarding your benefits or the termination process, please contact [HR Contact's Name and Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]