

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]  
Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made after careful consideration and is due to [briefly state the reason, e.g., performance issues, violation of company policy, business restructuring, etc.].

Please be assured that this decision was not taken lightly and follows our ongoing discussions regarding your performance and the support provided to help you improve.

Your final paycheck will include any outstanding wages and accrued vacation time, and it will be provided to you on your regular payday. Please return any company property, including [list any specific items, e.g., keys, equipment, etc.], by [return date].

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors. If you have any questions regarding your termination or the next steps, please feel free to reach out.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]