

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] will be terminated effective [termination date].

This decision is based on [briefly state the reason for termination, e.g., company policy violation, performance issues, etc.].

You are required to return any company property in your possession, including [list items, e.g., keys, equipment, documents] by [return date].

Your final paycheck will be provided to you in accordance with state law, including any accrued vacation pay.

If you have any questions or concerns regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Phone/Email].

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]