

[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 [Termination Date]. This decision is based on [briefly state the reason, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day. Please return any company property, including [list any items, e.g., keys, ID badges, laptops], by this date.

If you have any questions about your final paycheck or benefits, please contact [HR Representative or Department] at [HR Contact Information].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]