

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Title]  
[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, Date]. This decision is the result of [brief explanation of reason for termination].

Please arrange to return any company property before your departure. Your final paycheck, including any outstanding vacation pay, will be processed in accordance with our normal payroll schedule.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]