

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well.

We regret to inform you that your employment with [Company Name] will be terminated effective [Date]. This decision was made after thorough consideration and review of your performance and conduct.

Your final paycheck, including any accrued vacation or benefits, will be provided to you on your last day of employment. Please return any company property before your departure.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]