

[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, effective [termination date], your employment with [Company Name] is officially terminated. This decision is a result of [reason for dismissal, e.g., performance issues, violation of company policy, etc.].

Despite our previous discussions and efforts to support your development [reference any warnings, performance reviews, or corrective actions], we have concluded that there has not been sufficient improvement.

Your final paycheck, including any earned vacation or PTO, will be provided to you on your next scheduled payday. [Include information about benefits, COBRA, or other relevant topics].

Please return any company property, including [list any items such as keys, uniforms, laptops, etc.], by [return date].

We wish you the best in your future endeavors. If you have questions or need clarification regarding this decision, feel free to reach out to [HR contact name or position].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]