

[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].

The reason for your termination is [specific reason(s) for termination].

Despite our efforts to support you in addressing these issues, we have not seen the necessary improvement.

You will receive your final paycheck, which includes any accrued benefits, on [date]. Please arrange to return any company property in your possession by [return date].

We appreciate your efforts during your tenure with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]