

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

This decision has been made based on [brief explanation of the reason for termination, e.g., performance issues, violation of company policy, etc.].

Please return any company property in your possession by [return date].

You will receive your final paycheck on [final paycheck date], which will include any owed wages and accrued vacation time.

If you have any questions regarding your benefits or final paycheck, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]