

[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 [Last Working Day, Date]. This decision has been made after careful consideration of [specific reasons for dismissal, e.g. performance issues, violation of company policy, etc.].

We appreciate your efforts during your tenure with the company and want to ensure that you have a smooth transition. Your final paycheck, including any accrued vacation time, will be processed and sent to you by [date].

Please return any company property, including [list any items, e.g. keys, equipment] by your last working day.

If you have any questions regarding this decision or your final paycheck, please feel free to contact [HR contact name and details].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]