

[Your Company Logo]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately, specific date]. This decision is final and has been made after careful consideration.

The reason for your discharge is [briefly state the reason, e.g., performance issues, conduct, company restructuring, etc.].

Please return any company property in your possession by [return deadline, e.g., your last working day]. Your final paycheck, which will include payment for all accrued vacation and any other applicable compensation, will be processed and mailed to your address.

We wish you the best in your future endeavors. Should you need any further assistance or clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature (if sending a hard copy)]