

\*\*[Your Company Letterhead]\*\*

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Termination Notice

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

This decision has been made due to [briefly state the reason, e.g., performance issues, violation of company policy, etc.]. Your contributions to the company are appreciated; however, we believe this action is necessary for the best interest of the organization.

Please note the following details regarding your termination:

- Last working day: [Last Working Day]
- Final paycheck: [Details about final pay, including any accrued vacation days, etc.]
- Return of company property: [Instructions for returning company assets]
- [Any other relevant information, such as benefits information]

You have the right to appeal this decision. If you wish to discuss this matter further, please contact [HR Contact Name] at [HR Contact Information].

We thank you for your efforts while with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]