

[Your Company's 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 due to [reason for termination, e.g., performance issues, company restructuring, etc.].

You are required to return all company property, including [list of items, e.g., keys, electronic devices, documents, etc.], by your last working day. Your final paycheck will be provided to you on your regular payday, along with any accrued vacation or unused leave.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to [HR contact name or department] at [HR contact email or phone number].

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]