

[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 [Termination Date]. This decision has been made following [reason for termination - e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation or paid time off, will be processed and sent to you on [Final Pay Date]. Please ensure that all company property is returned to your supervisor by [Return Date].

We appreciate your contributions during your time at [Company Name]. Should you require any further information or assistance during this transition, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]