

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

1. ****Introduction****

- Purpose of the letter
- Reference to previous discussions or warnings

2. ****Termination Details****

- Effective date of termination
- Reason for termination

3. ****Final Pay and Benefits****

- Information on final paycheck
- Details regarding benefits, unused vacation days, etc.

4. ****Company Property****

- Instructions for returning company property

5. ****Confidentiality Reminder****

- A reminder of any confidentiality agreements

6. ****Closing Remarks****

- Acknowledge contributions (if appropriate)
- Wish the employee well in future endeavors

Sincerely,

[Your Name]

[Your Position]

[Your Company]