

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Notice of Employment Termination

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly and follows [briefly state the reason, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include [details regarding final payment, unused vacation days, etc.]. Please return all company property by [date].

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]

[Company Address]

[City, State, ZIP Code]

[Contact Information]