

[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 due to [briefly state reason for termination, e.g., performance issues, policy violations, etc.]. Despite previous discussions and efforts to address these concerns, we have not seen sufficient improvement.

Please arrange to return any company property, and you will receive your final paycheck, including any unused vacation time, on your last day.

Should you have any questions or need further clarification, feel free to contact [HR Representative's Name] at [HR Representative's Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]