

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

Subject: Notice of Termination

I am writing to formally notify you of the termination of your employment with [Company Name], effective [Last Working Day, e.g., "immediately" or "on Date"].

The decision to terminate your employment was made after careful consideration of [briefly outline reasons, e.g., "performance issues" or "business restructuring"]. Despite [any previous communications or warnings], we have not seen the necessary improvement.

Please arrange to return any company property in your possession, including [list any relevant items, e.g., keys, equipment, documents] by your last working day.

You will receive your final paycheck, including any accrued vacation pay, in accordance with our company policy. Additionally, information about your benefits or any other questions can be directed to [HR or relevant contact person].

We appreciate your contributions during your tenure with us and wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]