

[Your Name]
[Your Position]
[Your Company]
[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: Termination of Employment

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., date].

This decision has been made based on [a brief reason for termination, e.g., company policy violations, performance issues, etc.].

Please return any company property that you may have in your possession by your last day of employment. You will receive your final paycheck along with any accrued benefits as per our company policy.

If you have any questions or need further clarification, please feel free to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]