

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination Notice

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made after careful consideration and is in accordance with company policies. The reasons for your termination include [briefly outline reasons, if appropriate].

You will receive your final paycheck, including any accrued vacation pay, in accordance with applicable laws. Please return any company property in your possession by [return date].

If you have questions or require clarification regarding this decision, please feel free to contact [HR representative's name and contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]