

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

This letter serves as official notification that your employment with [Company Name] will be terminated effective [last working day, e.g., immediately, or specify date].

The decision to terminate your employment was made due to [briefly state reason: performance issues, policy violations, etc.]. We have discussed these matters with you in previous meetings and provided opportunities for improvement. Unfortunately, we have not seen the necessary progress. Please arrange to return all company property and complete any required paperwork by your last working day. Your final paycheck will be provided to you on [date of final paycheck], including any accrued vacation pay or other owed compensation.

We acknowledge your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]