

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well. This letter serves as formal notification regarding the termination of your employment with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has been made after careful consideration and is based on [briefly state the reason, e.g., performance issues, violation of company policies, etc.].

Please return any company property and finalize any outstanding matters before your departure. Your final paycheck will include payment for any earned but unused vacation days and will be processed as per our regular payroll schedule.

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]