

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Termination

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, e.g., performance issues, violation of company policy, etc.].

You will receive your final paycheck, including any accrued vacation pay, on [Final Pay Date]. Please return all company property by [Return Date]. Should you have any questions regarding this decision or your final paycheck, feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]