

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]  
Dear [Employee's Name],

Subject: Employment Termination Notice

I regret to inform you that we have decided to terminate your employment with [Company Name] effective [Last Working Day, Date]. This decision has been made after careful consideration due to [briefly state reason, e.g., performance issues, company restructuring, etc.].

As per our discussions on [list dates or occasions when discussions occurred], we have documented instances regarding [specifics of reason, e.g., performance reviews, policy violations, etc.]. We provided opportunities to improve, but unfortunately, we have not seen the necessary progress.

Your final paycheck will be processed in accordance with our company payroll schedule and will include any accrued vacation days as applicable. Please return any company property by your last working day. We appreciate your contributions during your time with us and wish you the best in your future endeavors. If you have any questions regarding this termination or would like to discuss the details, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Job Title]  
[Company Name]