

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

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 based on [brief reason for dismissal, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation pay, will be processed and provided to you on [date of final paycheck]. Please return any company property, including [list items, e.g., keys, ID badge, equipment], by your last working day.

You have the right to appeal this decision. Should you wish to do so, please contact [HR contact person's name] at [HR contact number/email].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]