

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice of termination of your employment with [Company Name], effective [Last Working Day, e.g., November 30, 2023].

This decision has been made after careful consideration of your performance and conduct during your tenure with us. [You may briefly mention any relevant reasons for the termination, if appropriate].

Please arrange to return any company property in your possession by your last working day. You will receive your final paycheck, including any accrued vacation and benefits, in accordance with company policy.

We appreciate your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]