

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Employment

I hope this letter finds you well. I am writing to formally inform you of the decision regarding your employment with [Company's Name], effective [Last Working Day].

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

Please arrange to return any company property and complete any necessary exit procedures. You will receive information regarding your final paycheck and any applicable benefits.

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

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]
[Company's Address]