

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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, policy violations, etc.].

Your final paycheck, which will include payment for all hours worked and any accrued vacation time, will be provided to you on [date of final paycheck]. Please return any company property, including [list of items, e.g., keys, equipment, documents], by your last working day.

If you have any questions regarding your benefits or the payment process, please feel free to reach out to [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]