

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

[Brief explanation of the reasons for termination, if applicable.]

Please return any company property in your possession by [Return Date].

Your final paycheck, including any accrued vacation days, will be provided to you in accordance with state law.

If you have any questions regarding this decision, please feel free to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]