

[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 [Last Working Day, e.g., immediately / on MM/DD/YYYY].

This decision has been made after careful consideration and is based on [briefly state reason(s) for termination, e.g., performance issues, policy violations, restructuring, etc.].

You are requested to return any company property in your possession by your last working day. Your final paycheck, including any accrued vacation or benefits, will be provided to you in accordance with company policy.

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 Name]

[Contact Information]