

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

[Employee's Name]
[Employee's Job Title]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally 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 explanation of reasons, if appropriate].

We appreciate your contributions during your time with us, and we wish you the best in your future endeavors. You will receive your final paycheck, including payment for any unused vacation days, by [insert date].

Please arrange to return any company property by [return date]. If you have any questions regarding your final paycheck or benefits, feel free to contact [HR contact person or department].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company Name]