

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well.

After careful consideration, we regret to inform you that your employment with [Company Name] will be terminated effective [Effective Date]. This decision was made due to [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all work performed until your termination date, as well as any accrued vacation days. Please return any company property to [Designated Person or Department] by [Return Date].

We appreciate the contributions you have made during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]