

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

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

Dear [Employee's Name],

I hope this message finds you well. It is with regret that I must inform you of the decision to terminate your employment with [Company Name] effective [Last Working Day, e.g., immediately, or specific date].

This decision was not made lightly, and I want to express my appreciation for your contributions during your time with us. [You may include specific achievements or positive experiences the employee had while working at the company.]

Please understand that this decision is based on [explain reason briefly, e.g., changes in company structure, performance issues, etc.], and we believe it is in the best interest of both parties.

We will ensure that you receive all due entitlements, including [mention any severance, payouts, etc.], and we will support you in the transition process. Please feel free to reach out if you have any questions or need assistance.

Thank you once again for your hard work and dedication. We genuinely wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]