

[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 letter finds you well.

This letter serves to formally notify you of the termination of your employment with [Company Name], effective [termination date]. This decision has been made after careful consideration due to [brief reason for termination, e.g., performance issues, company restructuring, etc.]. Your final paycheck, including any unused vacation time or benefits, will be provided to you on your last day of employment. Please return any company property in your possession by this date.

We appreciate your contributions to [Company Name] during your tenure and wish you the best in your future endeavors.

If you have any questions regarding this decision or your final paycheck, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]