

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "on Date"] due to [brief reason for dismissal, e.g., "performance issues," "business restructuring," etc.].

Your final paycheck, including any accrued benefits, will be processed and provided to you by [Date]. We recommend that you return any company property in your possession before your departure.

Should you have any questions or require further assistance regarding this matter, please feel free to reach out to [HR Contact Name, Position, or Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]