

\*\*[Your Company Letterhead]\*\*

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

**\*\*Subject: 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 MM/DD/YYYY"].

The decision to terminate your employment has been made due to [briefly state reason for dismissal, e.g., "performance issues," "policy violations," etc.]. This decision is final, and no further discussions will be held regarding this matter.

You are requested to return any company property, including [list items, e.g., keys, ID badges, laptops, etc.], by your last working day. Your final paycheck, including any unused vacation days, will be provided to you by [date when the final paycheck will be issued].

Please note that you have the right to appeal this decision within [number of days, e.g., "5 business days"]. If you wish to exercise this right, we encourage you to submit your appeal in writing to [Contact Person/Department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]