

[Your Company's 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 [Termination Date]. This decision has been made after careful consideration and comes as a result of [briefly state reason, e.g., performance issues, violation of company policies, etc.]. Please return any company property, including keys, documents, and other materials by [return date]. Your final paycheck, including any accrued vacation days or benefits, will be processed and sent to you by the usual payroll schedule.

We appreciate your contributions to the company and wish you all the best in your future endeavors. If you need assistance during this transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]