

[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., MM/DD/YYYY].

The reason for this decision is [brief explanation of the reason, e.g., performance issues, company restructuring, etc.].

You will receive your final paycheck, including any accrued vacation days, in accordance with company policy and applicable laws. Please return any company property you may have by your last working day.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]