

[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 [Termination Date]. This decision is based on [briefly state the reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation pay, will be processed and made available to you on [date]. Please return any company property, including [list any specific items, e.g., keys, equipment, documents], by [return date].

You are entitled to [include any severance pay, benefits information, or support offered during transition].

We appreciate your contributions during your time at [Company Name]. If you have any questions regarding your termination or the next steps, please feel free to contact [HR Representative's name] at [HR Representative's phone number or email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]