

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally notify you of the termination of your employment with [Company Name], effective [Last Working Day, e.g., October 31, 2023]. This decision has not been made lightly and is the result of [brief reason for termination - e.g., performance issues, company restructuring, etc.].

Your contributions to the team have been appreciated, and we wish you the best in your future endeavors. Please arrange to return any company property and complete any necessary exit paperwork by your last day. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your time at [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]