

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 is based on [briefly state reason for dismissal, e.g., performance issues, misconduct, etc.].

Your final paycheck will be provided to you on your last working day, which will include payment for all accrued vacation days. Please return any company property, including [list any relevant items, e.g., keys, electronic devices, etc.], by your last day.

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]