

[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],

Subject: Notice of Employment Termination

I hope this message finds you well.

After careful consideration, we regret to inform you that your employment with [Company Name] will be terminated effective [date]. This decision has been made due to [brief explanation of reasons, e.g., performance issues, company restructuring, etc.].

We appreciate the contributions you have made during your time with us, and we encourage you to reach out to us for any support you may need during your transition. You will receive your final paycheck, including any accrued vacation pay, by [date].

If you have any questions regarding your termination or the transition process, please do not hesitate to contact [HR representative's name or department].

We wish you the best in your future endeavors.

Sincerely,

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