

[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: Termination of Employment

I 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 [provide brief reason for dismissal, e.g., performance issues, violation of company policy].

Please arrange to return any company property in your possession, including [list any relevant items, if applicable]. You will receive your final paycheck, including any accrued vacation pay, on [date].

We appreciate your contributions to the company during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]