

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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, e.g., performance issues, company restructuring, etc.].

Please return all company property by [Return Date] and ensure that any outstanding tasks are completed. You will receive your final paycheck, which will include any accrued vacation or benefits, by [Final Pay Date].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors. If you have any questions regarding your termination or final paycheck, please do not hesitate to contact [HR Contact Name] at [HR Contact Number or Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]