

[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

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is due to [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation days, will be provided to you on [final paycheck date]. Additionally, please return any company property in your possession by [return date].

You are encouraged to reach out to [HR contact name] at [HR contact phone/email] if you have any questions regarding your final paycheck or benefits.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

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