

[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 results from [brief explanation of reason, e.g., performance issues, company restructuring, etc.], which have been discussed during previous meetings. You will receive your final paycheck, including any accrued vacation days, in accordance with company policy. Please contact [HR Contact Name] at [HR Contact Email/Phone Number] for any questions regarding your benefits or the termination process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]