

[Your Company Letterhead]

[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] is being terminated, effective [Last Working Day, e.g., October 31, 2023].

This decision has been made based on [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

You will receive your final paycheck, which will include compensation for any unused vacation days. Please return all company property, including [list items, e.g., keys, ID badges, equipment], by your last working day.

If you have any questions regarding your termination or your final paycheck, please contact [HR Contact Name or HR Department] at [HR Contact Phone/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]