

[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 in accordance with company policies. Your final paycheck, including any accrued vacation time, will be given to you on your last working day or in accordance with state law.

Please return any company property, including [list items such as keys, devices, documents], by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]