

[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] will be terminated effective [Last Working Day, typically two weeks from the date of this letter]. This decision is made due to [brief explanation of reason, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all work performed until your last working day, as well as any accrued vacation days, if applicable.

Please return any company property that you may have in your possession by [return date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]