

[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

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Termination Date].

The decision to terminate your employment was made due to [reason for termination]. We have made every effort to support you in improving your performance, but unfortunately, [specific details about the situation].

Your final paycheck, along with any accrued vacation or unused leave, will be provided to you in accordance with our company policy. Please return all company property, including [list items], by [return date]. Should you have any questions or require further clarification, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]