

[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

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 due to [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all work performed until your termination date and any accrued vacation time. You will receive [details about benefits continuation, if applicable].

Please arrange to return any company property, including [list items, e.g., keys, ID badges, equipment], by [return date].

We appreciate the contributions you have made during your time with us and wish you success in your future endeavors.

Sincerely,

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