

[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 [Last Working Day, Date].

This decision is based on [brief reason for termination, if applicable].

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

Please return any company property by your last working day. You will receive your final paycheck, including any accrued vacation pay, on your last working day.

If you have any questions regarding your benefits or the exit process, please feel free to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Thank you for your time with [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]