

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Documentation of Employment Termination

We are writing to formally document the details regarding your termination of employment with [Company Name], effective [Last Working Day, e.g., October 1, 2023].

This decision was made after careful consideration of [briefly mention the reason for dismissal, e.g., performance issues, violation of company policy, etc.].

Your final paycheck will include all compensation owed to you up to your last working day, including [any remaining vacation days, etc. if applicable].

We would like to remind you of your obligations regarding confidentiality and non-disclosure, as outlined in your employment agreement.

If you have any questions or require further clarification regarding this matter, please do not hesitate to contact [HR representative's name] at [HR representative's contact information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]