

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Ejection Notification

We regret to inform you that, effective immediately, your employment with [Company Name] is terminated. This decision has been made due to [briefly state reason, e.g., violation of company policy, performance issues].

Your final paycheck, including any accrued vacation days, will be provided to you on [date of final paycheck]. We ask that you return all company property, including [list items, e.g., keys, electronic devices], by [return date].

Please contact [HR Manager's Name] at [HR Manager's Contact Information] if you have any questions regarding this notification.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]