

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of your employment termination with [Company Name], effective [termination date].

The decision to terminate your employment was made due to [brief explanation of reason, e.g., performance issues, company restructuring, etc.].

You will receive your final paycheck, which will include any accrued vacation time and beyond, in accordance with state laws. Please return any company property by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]