

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this letter finds you well.

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

Your final paycheck, including any accrued vacation days, will be processed and sent to your address on file. You will also receive information regarding your benefits and the option to continue health coverage under COBRA.

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

If you have any questions or need further clarification, please feel free to contact [HR Manager's Name] at [HR Manager's Phone Number] or [HR Manager's Email].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]