

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

This letter serves as formal notification of your termination from [Company Name] effective [Termination Date].

We acknowledge your contributions during your tenure with us and appreciate your efforts in [specific projects or responsibilities].

However, due to [reason for termination, e.g., company restructuring, performance issues], we have made the difficult decision to terminate your employment.

Please ensure that you return all company property by [return date]. Your final paycheck, including any accrued vacation pay, will be processed and sent to you by [payment date].

If you have any questions regarding your benefits or final pay, please contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]