

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [date of termination].

This decision follows [brief reason for termination, if applicable, e.g., company restructuring, performance issues, etc.]. We appreciate the contributions you made during your time with us and wish you all the best in your future endeavors.

Please return any company property in your possession, including [list any relevant items, e.g., keys, identification badges, equipment] by [return date]. You will receive your final paycheck, including any accrued vacation pay, by [date of final payment].

If you have any questions regarding your benefits or the termination process, please do not hesitate to reach out to [HR contact name] at [HR contact phone/email].

Thank you for your time with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]