

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [termination date].

This decision has been made after careful consideration, and it is based on [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property, including [list items such as keys, ID badges, equipment] by [return date]. Your final paycheck, including any accrued vacation pay, will be processed and sent to you by [date].

If you have any questions regarding your benefits or the termination process, please feel free to reach out to [HR contact] at [HR contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]