

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Notice of Separation

We regret to inform you that your employment with [Company Name] has been terminated effective immediately as of [Date]. This decision was made after careful consideration due to [brief reason for dismissal, e.g., performance issues, policy violations].

Your final paycheck, including any unused vacation days, will be processed and sent to your address on file. Please return any company property by [specific return date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]