

[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 [Last Working Day, e.g., immediately, or specific date]. This decision is due to [briefly state the reason for dismissal, e.g., performance issues, violation of company policy, etc.].

You are requested to return any company property and complete your exit procedures with HR. Please schedule a meeting with [HR Representative's Name] to discuss your final paycheck and any other benefits you may be entitled to.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]