

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Termination

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made based on [brief explanation of reasons, e.g., performance issues, violation of company policies, etc.].

Please arrange a meeting with [HR Manager/Supervisor's Name] by [specific date] to discuss the transition process, including your final paycheck and the return of company property.

We sincerely appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]