

[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 [termination date]. This decision has been made after careful consideration and is based on [brief reason for termination, e.g., performance issues, violation of company policy, etc.].

Your last paycheck will include payment for all hours worked up to your termination date, along with any accrued vacation days. Please return any company property in your possession, including [list any specific items, e.g., keys, equipment, etc.], by [return date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. If you have any questions or need further assistance during this transition, please do not hesitate to contact [HR representative's name or contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]