

[Your Company's 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 explanation of the reason for termination, e.g., performance issues, restructuring, etc.]. Your final paycheck, which will include any earned wages up to your termination date, and any accrued vacation pay, will be provided to you on your last working day. Please return all company property, including [list of items, e.g., keys, electronics], by this date.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]