

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally notify you of the termination of your employment with [Company Name] effective [Last Working Day, e.g., immediately, or specify a date].

This decision has been made for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Additional Reasons, if any]

You will receive your final paycheck, including any accrued vacation days, on your last working day. Please return all company property, including [list any relevant items], by this date.

If you have any questions or need further clarification, please do not hesitate to reach out at [Your Phone Number] or [Your Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]