

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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.

Reasons for your termination include:

- [Reason 1]

- [Reason 2]

- [Reason 3]

You are required to return all company property, including [list items], by your last working day. Your final paycheck will be processed and sent to you within the standard timeframe, including any accrued vacation pay. Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number] if you have any questions or need assistance during this transition.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]