

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Termination Notification

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., Date]. This decision is the result of [briefly state reasons, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all hours worked up until your last day, including any accrued vacation or paid time off. Please return any company property, including [list items, e.g., keys, equipment, etc.], by your last working day.

You have the right to appeal this decision within [number of days, e.g., 5 days]. If you wish to do so, please submit your appeal in writing to [supervisor/HR contact name].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]