

[Your Company's Letterhead]

[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 that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately or specific date].

This decision has been made after careful consideration and is based on [briefly state reasons such as performance issues, violation of company policies, etc.]. Despite previous discussions and efforts to address these matters, we have not seen the necessary improvement.

Please arrange to return any company property in your possession prior to your last day of employment. You will receive your final paycheck, including any accrued vacation pay, in accordance with our company policy.

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]