

[Your 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] is being terminated involuntarily, effective [termination date]. This decision is based on [brief reason for termination, e.g., performance issues, violation of company policy, etc.].

Please note that your final paycheck will include any outstanding wages and accrued vacation days, which will be provided to you on your regular payday. You will also receive information regarding your benefits and the process for continuing health coverage.

We recommend that you return any company property in your possession, including [list any items such as keys, ID badges, equipment, etc.], by [date].

If you have any questions or would like to discuss this matter further, please feel free to contact [HR representative/contact person] at [contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]