

[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] will be terminated effective [termination date]. This decision has been made after careful consideration, following [brief reason for termination, e.g., performance issues, company reorganization, etc.].

Your final paycheck, including any unused vacation days and applicable benefits, will be processed and provided to you in accordance with company policy. Please return any company property by [date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]