

[Your Company's 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 is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, which will include any accrued vacation pay and applicable bonuses, will be processed and sent to you by [date]. Please return any company property, including [list items, e.g., ID badge, equipment, etc.], by your termination date.

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]

[Contact Information]