

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform 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 due to [briefly explain reason, e.g., company restructuring, performance issues, etc.].

Please ensure that all company property is returned by your last working day. Your final paycheck, including any accrued vacation days, will be provided to you on your next scheduled pay date.

We encourage you to reach out to [HR contact or manager's name] at [contact information] if you have any questions regarding your benefits or final compensation.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]