

[Your Company 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 immediately on [termination date]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession by [return date].

Your final paycheck, including any accrued vacation days, will be processed and sent to you by [final paycheck date].

If you have any questions regarding your benefits or final paycheck, please do not hesitate to contact [HR contact information].

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Electronic Signature Placeholder]

[Date]