

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of End of Employment

We regret to inform you that your employment with [Company Name] will be ending as of [Last Working Day, e.g., MM/DD/YYYY]. This decision was made after careful consideration and is based on [brief reason for termination, e.g., company restructuring, performance issues, etc.]. Your final paycheck will include payment for all hours worked, including any accrued vacation pay, and will be provided to you on your last scheduled payday.

We appreciate your contributions to the team and wish you all the best in your future endeavors. Should you have any questions regarding your final paycheck or benefits, please feel free to reach out to [HR Contact Name/Email/Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]