

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Conclusion Letter

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., mm/dd/yyyy]. This decision was made after careful consideration of [brief reason for termination, if appropriate, e.g., company restructuring, performance issues, etc.].

Your final paycheck, including any accrued vacation days and overtime, will be provided to you on your last day. Please ensure that all company property is returned before your departure.

We thank you for your contributions during your time at [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]