

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

We are writing to formally notify you that your employment with [Company Name] will be ending effective [last working day, e.g., "October 31, 2023"]. This decision is a result of [brief reason for termination, e.g., "a reorganization within the department" or "performance-related issues"].

Your contributions to [Company Name] are appreciated, and we are grateful for your efforts during your time with us. Please be assured that this decision was not made lightly.

We will provide you with details regarding your final paycheck, benefits, and any other outstanding matters related to your employment in the coming days.

If you have any questions or require further assistance, please do not hesitate to reach out to [HR contact person] at [HR contact information]. Thank you for your time and service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]