

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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., November 30, 2023].

The decision has been made due to [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Please arrange to return any company property in your possession by your last working day. You will receive your final paycheck, which includes any accrued vacation and benefits, in accordance with company policy.

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]