

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision has been reached after careful consideration and is in accordance with our company policies.

[Optional: Brief explanation for the termination, if appropriate.]

We appreciate the contributions you have made during your time at [Company Name] and wish you the best in your future endeavors. You will receive your final paycheck, including any accrued vacation and benefits, in accordance with company policy.

Please ensure that all company property is returned by your last working day. If you have any questions regarding your final paycheck or the return of company property, please feel free to reach out to [HR contact name or department].

Thank you for your time and efforts while at [Company Name].

Sincerely,

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