

[Your Company Letterhead]
[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 [date of termination]. This decision has been made after careful consideration and is effective immediately.

The reason for this termination is [brief explanation of the reason, e.g., performance issues, company restructuring, violation of company policy].

Your final paycheck, including any accrued vacation pay, will be provided to you on your last day of work. Please return all company property, including [list any specific items such as keys, equipment, etc.], by your termination date.

If you have any questions regarding your final paycheck or the return of company property, please contact [HR Representative's Name] at [HR Representative's Contact Information].

We wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Contact Information]