

[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 [last working day, e.g., "immediately" or "on mm/dd/yyyy"]. This decision has been made due to [brief reason for termination, e.g., performance issues, company restructuring, or other relevant reasons].

You will receive your final paycheck, including any accrued vacation or paid time off, in accordance with company policy and applicable laws.

Please return any company property in your possession, including [list any specific items, e.g., keys, electronic devices, documents] by your last working day.

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

If you have any questions regarding your benefits or final paycheck, please do not hesitate to reach out to [HR contact name and contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]