

[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 [termination date]. This decision follows [brief reason for termination, e.g., performance issues, violation of company policies].

Please return all company property, including [list items, e.g., keys, ID badges, equipment] by your last working day. Your final paycheck, including any accrued vacation pay, will be processed according to our payroll schedule.

Should you have any questions regarding this decision or the next steps, please do not hesitate to contact [HR contact or supervisor's name].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]