

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well.

This letter serves as formal notification of your termination from [Company Name], effective [Last Working Day, e.g., immediately, or specify a date].

The decision to terminate your employment was made after careful consideration and is based on [briefly state reason, e.g., performance issues, violation of company policy, etc.].

Please return any company property in your possession by your last working day. Your final paycheck detailing earned wages and any accrued vacation time will be provided to you in accordance with state laws.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]