

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date].

This decision has been made after careful consideration and is based on [briefly state reason for dismissal, e.g., performance issues, violations of company policy, etc.].

Please return any company property in your possession and complete the necessary exit paperwork by your last working day. You will receive your final paycheck, including any accrued vacation days, in accordance with state law.

If you have any questions regarding this decision or the transition process, please feel free to contact [HR representative name] at [HR representative's contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]