

[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 effective [termination date], your employment with [Company Name] will be terminated. This decision has been made after careful consideration and is based on [briefly explain reason for termination, e.g., performance issues, violation of company policy]. Your last day of work will be [last working day]. You will receive your final paycheck, which will include payment for all hours worked up to and including your last day, any accrued vacation, and any other applicable compensation, in accordance with company policy.

Please return any company property, including [list any specific items such as keys, devices, documents] no later than [date]. The Human Resources department will provide details regarding your benefits status, including health insurance coverage and any severance payment, if applicable.

We ask that you schedule a meeting with [HR representative name] on or before your last day to discuss the next steps and to answer any questions you may have regarding this termination.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]