

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally inform you that your employment with [Company Name] is terminated effective [termination date]. This decision has been made after careful consideration and is based on [briefly state reasons for termination, e.g., performance issues, policy violations, etc.]. Your final paycheck will include payment for all work performed up to your termination date, as well as any accrued vacation or paid time off. You will also receive information regarding your benefits and any other exit procedures.

Please return any company property in your possession by [return date].

If you have any questions about your final paycheck or benefits, please contact [HR representative's name and contact information].

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]