

[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 [Last Working Day]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring].

Please return all company property, including [list any items, e.g., keys, laptop, ID badge], by your last working day. You will receive your final paycheck, including any accrued vacation days, on [date].

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]