

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [last working day, typically two weeks from the date of this letter].

This decision is the result of [brief explanation of reason for termination, e.g., performance issues, company restructuring, etc.].

Please arrange to return any company property on or before your last day of employment. Additionally, your final paycheck will include payment for any unused vacation days and will be provided on your last working day. Should you have any questions regarding your final paycheck, benefits, or the exit process, please feel free to reach out to [HR representative's name or your contact information].

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]