

[Your Company's 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 [Termination Date]. This decision has been made after careful consideration and is based on [specific reason for termination, e.g., performance issues, company downsizing, etc.].

Your final paycheck will include all earned wages and any unused vacation days, which will be processed on [date of final paycheck]. Please return any company property by [Return Date] to complete the termination process.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]