

[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] is terminated effective [Termination Date]. This decision has been made following [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession, including [list any items such as keys, equipment, etc.], by [return deadline].

Your final paycheck, including any accrued vacation or benefits, will be processed and sent to you on [date].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]