

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally notify you of the termination of your employment with [Company Name], effective [termination date]. This decision has not been made lightly and follows [brief explanation of reasons, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include any outstanding pay as well as accrued vacation leave. You will also receive information regarding your benefits and any further steps.

Please return any company property in your possession by [return date]. Should you have any questions or need further assistance during this transition, feel free to reach out.

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

Sincerely,

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