

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this letter finds you well.

I am writing to formally inform you that your employment with [Company Name] will be terminated effective [last working day, typically two weeks from the date of the letter]. This decision has not been made lightly, and comes after careful consideration of [specific reasons, if appropriate and respectful, e.g., performance, business needs, etc.].

We appreciate your contributions during your time with our team and recognize the effort you have put forth. Please know that this decision is in no way a reflection of your personal character, but rather a necessity for the current direction of the company.

You will receive your final paycheck, including any accrued vacation or benefits, in accordance with our regular payroll schedule. Our HR department will reach out to you within the next few days to assist you with the transition and any questions you may have regarding benefits or other matters.

We wish you the best in your future endeavors and are confident that you will find success in your next chapter.

Thank you once again for your time and service at [Company Name]. Please feel free to reach out if you need any assistance moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]