

[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] will be terminated effective [Termination Date]. This decision is a result of [brief reason for termination, if applicable].

Your final paycheck will include payment for all hours worked up to your termination date, along with any accrued vacation time. Please return any company property by the termination date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]