

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name], effective [Termination Date].

The decision to terminate your employment was made based on [briefly explain reason, e.g., performance issues, violation of company policy, etc.].

Please return any company property, including [list items, e.g., keys, documents, equipment, etc.], by [return date]. Your final paycheck will be processed and sent to you by [date/payment method].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]