

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this letter finds you well.

We regret to inform you that your employment with [Company Name] is being terminated effective [termination date]. This decision has been made after careful consideration of [specific reasons for termination, if applicable].

Your final paycheck will include payment for all accrued vacation days and any outstanding amounts owed. Please ensure that all company property is returned by [return date].

We appreciate the contributions you have made during your time with us, and we wish you all the best in your future endeavors.

If you have any questions regarding this process, please feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]