

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you of the termination of your employment with [Company Name] effective [termination date].

The decision has been made based on [brief explanation of reason, e.g., performance issues, violation of company policy, etc.]. We have documented our concerns and communicated them to you during previous discussions.

Please return any company property in your possession by [return date]. Final compensation including [mention any severance pay, if applicable] will be provided on your last paycheck, which will be processed on [pay date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]