

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately/ on [last working day, if applicable]. This decision has been made due to [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please schedule a meeting with [HR Manager's Name or another relevant contact person] to discuss the final details, including your final paycheck and benefits information.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]