

[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 [Termination Date]. This decision has been made following a thorough review of [specific reasons for termination, e.g., performance issues, policy violations].

Your final paycheck, including any accrued vacation time and applicable benefits, will be provided to you on your last working day. Please return all company property, including [list any items such as keys, equipment, etc.], by that date.

If you have any questions regarding your final paycheck or benefits, feel free to reach out to [HR Contact Name] at [HR Contact Information].

We appreciate your contributions to the team and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]