

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date].

This decision has been made due to [brief reason for termination, e.g., performance issues, company policy violation, etc.]. We have taken the necessary steps to ensure that you are aware of our concerns and had the opportunity to address them.

You will receive your final paycheck, including any accrued vacation time, during your scheduled pay period. Please return any company property, including [list items such as keys, ID badges, equipment, etc.], by your last day of employment.

We appreciate your contributions during your time at [Company Name], and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]