

[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 [Termination Date]. This decision has been made after careful consideration and in accordance with our company policies. Please return any company property in your possession by [Return Date]. You will receive your final paycheck, which will include any outstanding pay and vacation days, in accordance with state laws.

If you have any questions regarding your benefits or the termination process, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Phone/Email].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]