

[Your Company's 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 it is based on [briefly outline the reason for termination, e.g., performance issues, policy violations, etc.].

You will receive your final paycheck, which will include payment for any unused vacation days, on your regular payday. Please return any company property and settle any outstanding obligations by [Final Settlement Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]