

[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 [Last Working Day, e.g., immediately / on (date)].

This decision has been made after thorough consideration and is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all work performed until your termination date, as well as any accrued vacation days in accordance with company policy. Please return all company property, including [list items: keys, equipment, etc.], by your last working day.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact name and contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]