

Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Your Company Name] will be terminated effective [Termination Date].

This decision has been made based on [reason for termination].

Please return any company property in your possession by [Return Date]. Your final paycheck will be processed and sent to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]