

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., October 31, 2023]. This decision has been made as a result of [brief reason for departure, if applicable, e.g., restructuring, performance issues, personal reasons, etc.].

Please ensure that you complete any outstanding tasks and return any company property before your departure. Your final paycheck will include any accrued vacation days and will be provided to you on your last working day.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Company Address]