

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name], effective [Last Working Day, e.g., immediately, or a specific date]. This decision has been made after careful consideration of [briefly state reason for termination, e.g., performance issues, policy violations, etc.].

Please return any company property in your possession, including [list any specific items, e.g., keys, equipment, documents], by [return deadline]. Your final paycheck, which will include payment for any accrued vacation time, will be processed and sent to you by [date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]