

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

This letter serves to formally notify you that your employment with [Company Name] as an IT Support Specialist will be terminated effective [Termination Date]. This decision is in line with our recent discussions regarding your performance and fit within the team.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please arrange to return any company property and settle any outstanding matters with HR.

Should you have any questions or require clarification on your final paycheck, benefits, or any other details, please don't hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]