

[Your Company 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., two weeks from the date above].

This decision is based on [briefly state reason for termination, e.g., performance issues, company restructuring, etc.]. Despite our previous discussions and attempts to address the situation, we have not observed the necessary improvements.

Please return all company property, including [list items such as computer equipment, access cards, documents], by your last working day. Your final paycheck will be processed in accordance with company policies.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]