

# Termination of Employment

Date:

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective [Termination Date]. This decision was made due to [reason for termination].

Please return any company property in your possession and feel free to contact us regarding your final paycheck and any applicable benefits.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]