

[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],

Subject: Termination of Employment

I hope this message finds you well. This letter is to formally notify you of the termination of your employment with [Company Name], effective [Termination Date].

The decision to terminate your employment was made after careful consideration of various factors, primarily [briefly state reasons such as performance issues, violations of company policy, etc.]. Specific instances include [provide examples or incidents that justify the termination].

Despite previous discussions and opportunities for improvement, we have not seen the necessary changes to warrant continuation of your employment. [Optional: Mention any prior warnings or performance reviews related to the decision.]

Please be advised that you are entitled to [mention any severance pay, unused vacation days, etc. if applicable], and you will receive information regarding your benefits and final paycheck in the coming days.

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

Sincerely,
[Your Name]
[Your Position]
[Company Name]