

[Your Company's 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 [Termination Date]. This decision was reached after careful consideration and is in compliance with company policies.

The reasons for your termination include [specific reasons, e.g., performance issues, violation of company policy, etc.].

Please return any company property by [Date]. You will receive your final paycheck, including any unused vacation days, on [Final Pay Date].

If you have questions regarding your benefits or final pay, please contact [HR Contact Name] at [HR Contact Number].

We appreciate your contributions during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]