

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with KFC is being terminated, effective [termination date]. This decision is based on [specific reason for termination, e.g., performance issues, policy violations, etc.].

We appreciate your contributions during your time here, but we believe this action is necessary.

Your final paycheck, which includes payment for all hours worked and any accrued vacation, will be provided to you on your last working day.

Please return any company property before your departure.

If you have any questions regarding your termination or final paycheck, please feel free to contact [HR contact name] at [HR contact phone number/email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

KFC [Location]

[Contact Information]