

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision has been made following [brief reason for termination, e.g., performance issues, company restructuring].

Please return any company property you may have by your last working day. You will receive your final paycheck, including any remaining vacation days, on [date of final paycheck issuance].

We appreciate the contributions you made during your time at [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]