

[Your Company 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 [last working day, e.g., two weeks from the date above]. This decision has been made based on [brief reason for termination, e.g., performance issues, violation of company policy, etc.].

Please arrange to return any company property in your possession, including [list any specific items, e.g., keys, equipment, documents] by your last working day.

You will receive your final paycheck, including any accrued vacation days, on your last day of employment. If you have any questions regarding your final pay or benefits, please contact [HR representative or relevant contact person].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]