

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

I hope this letter finds you well. It is with mixed emotions that I write to inform you of the decision to terminate your employment with [Company Name], effective [Termination Date].

This decision was not made lightly. We appreciate the contributions you have made during your time with us, but unfortunately, we have concluded that it is in the best interest of the company to move forward in a different direction.

Please know that we value your efforts and are committed to supporting you during this transition. We will provide you with [details about any severance, final paycheck, or additional support such as job placement assistance].

Your final paycheck will be processed and sent to you by [date]. Should you have any questions regarding your benefits or the termination process, please do not hesitate to reach out.

We wish you the best in your future endeavors and hope you find success in your next steps. Thank you for your time and dedication to [Company Name].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]