

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

[Employee's Name]
[Employee's Address]
[City, Postal Code]

Dear [Employee's Name],

RE: TERMINATION OF EMPLOYMENT

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made following a thorough review of [reason for termination, e.g., performance issues, organizational changes, etc.].

Your final paycheck, including any accrued leave entitlements, will be processed and provided to you on your last working day. Please return any company property in your possession by [Return Date].

We would like to thank you for your contributions during your time with us. If you have any questions regarding this termination or need further assistance, please contact [Name/Department] at [Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]