

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Title]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., October 15, 2023].

The decision has been made for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please return any company property in your possession by your last working day. You will receive your final paycheck, including any accrued vacation time, on your next scheduled payday.

We appreciate your contributions during your time with us and wish you the best for your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]