

[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 [Termination Date]. This decision is based on [briefly state reasons for termination, e.g., performance issues, company restructuring, etc.].

Please return all company property by [date] and ensure that all administrative tasks are completed. You will receive your final paycheck, including any accrued vacation, on your regular payday.

We appreciate your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

Enclosures: [if applicable, list any enclosed documents, e.g., final paycheck details, benefits information]