

[Your Company's 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 [brief reason for termination, e.g., performance issues, policy violations, etc.].

Your final paycheck, including any unused vacation days, will be provided to you by [final paycheck date]. Please return all company property by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]