

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

Subject: Notice of Termination

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, which will include [details of final pay, e.g., accumulated vacation pay, any outstanding payments], will be provided to you on your last working day. Please return all company property, including [list items, e.g., key cards, laptops, documents], before your departure.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]