

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally inform you of the termination of your employment with [Company Name], effective [Termination Date]. This decision has been made after careful consideration, and it is in accordance with company policy.

Reasons for termination include [briefly outline reasons, such as performance issues, policy violations, etc.]. We have provided you with feedback and opportunities to address these matters, but we have not seen the necessary improvement.

Your final paycheck will include payment for all work performed up to your termination date, as well as any accrued vacation days. You will receive information regarding your benefits and any continuation options available to you separately.

Please arrange to return any company property by [Return Date]. If you have any questions regarding your final paycheck or benefits, feel free to contact [HR Contact Information].

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 Job Title]

[Company Name]