

[Your Name]
[Your Position]
NWITimes
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, ZIP Code]
Dear [Employee's Name],

I am writing to formally notify you of your termination from NWITimes, effective [Last Working Day, e.g., October 31, 2023]. This decision has been made after careful consideration and review of your [performance/conduct/position], as discussed in our previous meetings. Please arrange to return any company property and complete the exit procedures outlined in the employee handbook. You will receive details regarding your final paycheck and any benefits you may be entitled to. We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
NWITimes