

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip]

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective [Termination Date].

The decision to terminate your employment was made due to [specific reason(s) for termination].

Please return all company property, including [list any items such as keys, equipment, etc.], by your last working day. You will receive your final paycheck, which will include payment for any remaining vacation days, in accordance with California law.

If you have any questions regarding your benefits or final paycheck, please contact [HR contact name] at [HR contact number/email].

We wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]