

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of your termination from [Company Name], effective [Date]. This decision is the result of [brief explanation of reason for termination, such as performance issues, policy violations, etc.].

You are requested to return all company property, including keys, electronic devices, and any other materials by [return date]. Your final paycheck will be processed and mailed to you, including any accrued vacation pay.

Please contact [HR Contact Name/Position] at [HR Contact Phone Number] for any questions regarding your final paycheck or benefits.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]