

[Your Name]  
[Your Position]  
[Your Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee Name]  
[Employee Position]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally notify you of the termination of your employment with [Your Business Name], effective [Last Working Day, e.g., immediately or specify date].

This decision has been made after careful consideration due to [briefly state the reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include [details on any final payments, benefits, or severance, if applicable]. Please return any company property that you may have in your possession.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]