

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date].

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

Your final paycheck will include payment for all hours worked until your termination date and any accrued vacation time as per company policy.

Please return any company property, including [list items, e.g., laptop, access cards, etc.], by your termination date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]