

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally inform you of the termination of your employment with [Company Name], effective [Termination Date]. This decision has been reached after careful consideration and is based on [briefly state reason - e.g., performance issues, violation of company policy, etc.].

Your final paycheck, including any accrued vacation time, will be processed and sent to you by [date]. Please return any company property in your possession by [return date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]