

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally notify you of the termination of your employment with [Company Name], effective [Last Working Day, Date]. This decision has been made after careful consideration and is based on [briefly state the reason, e.g., performance issues, company restructuring, etc.].

We appreciate the efforts you have contributed during your time with us. However, we have determined that it is in the best interest of [Company Name] to move in a different direction.

Your final paycheck, including any accrued vacation days, will be provided to you by [date]. You are required to return all company property by [date].

Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number] if you have any questions regarding your benefits or final paycheck.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]