

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

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination Notice

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is made in accordance with the company's policies and procedures regarding [reason for termination, e.g., performance issues, redundancy, etc.].

You will receive your final paycheck, including any accrued vacation time and other benefits, in accordance with state law and company policy.

Please arrange to return any company property by [date of return].

If you have any questions regarding this notice or the termination process, please feel free to reach out to [HR Representative's Name] at [HR Representative's Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]