

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

Dear [Employee Name],

Subject: Termination of Employment

I regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

The decision was made after careful consideration of [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

You are instructed to return all company property, including [list items, if applicable], by [return date]. Your final paycheck will be provided on [date], which will include payment for all accrued benefits.

Please contact HR at [HR contact information] if you have any questions regarding this matter.

Thank you for your efforts during your time at [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company Name]