

[Your Company's 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] as a Security Guard will be terminated effective [termination date]. This decision is based on [briefly state reasons for termination, e.g., violation of company policy, performance issues, etc.].

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day. Please return all company property, including your uniform, access cards, and any other items, by that date.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact information or appropriate department].

Thank you for your service during your time with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]