

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately/on (date)].

This decision has been made due to [brief explanation of reason, e.g., performance issues, restructuring, etc.].

Please return all company property, including [list any specific items, e.g., laptop, access cards, etc.], by your last working day.

You will receive your final paycheck, including any accrued vacation, in accordance with our company policies.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]