

[Your Company 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] will be terminated effective [termination date]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring]. Your final paycheck, including any accrued vacation or unused benefits, will be provided to you on your next scheduled pay date. Additionally, please return all company property, including [list any items such as laptops, keys, ID badges, etc.], by [return date].

We appreciate your contributions during your time with us and wish you success in your future endeavors. If you have any questions, please feel free to contact [HR representative's name and contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]