

[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 has been made after careful consideration of [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation days and applicable deductions, will be provided to you on your last working day. Please return any company property, including [list items, e.g., ID badge, equipment, etc.], by [return date].

If you have any questions regarding your final paycheck or benefits, please contact [HR Representative's Name] at [HR representative's contact information].

We thank you for your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]