

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee 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 due to [brief explanation of reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, which includes payment for all hours worked up to your termination date, will be provided to you on [final paycheck date].

Additionally, you will receive information regarding any remaining benefits and your eligibility for COBRA continuation coverage.

Please arrange to return any company property in your possession, including [list of items, e.g., keys, documents, electronic devices], by [return deadline]. We would also like to remind you of your ongoing obligation to maintain confidentiality regarding any proprietary company information.

If you have any questions about your final paycheck or benefits, feel free to contact [HR contact name] at [HR contact email/phone].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]