

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has been made after careful consideration and aligns with our company policies.

Please arrange to return any company property before your last day. You will receive your final paycheck, including any accrued benefits, during your regular pay cycle.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]