

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision was made after careful consideration and due to [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include all compensation owed to you, including any accrued vacation time. Please return all company property by [date] to ensure a smooth transition.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]