

[Your Company Letterhead]
[Date]

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

Dear [Employee's Name],

Re: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision has been made after careful consideration of [reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession by your last working day. You will receive your final paycheck, including any unused vacation days, in accordance with company policy.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to contact [HR Contact Name] at [HR Contact Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]