

[Your Company's 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 is based on [briefly state reason, e.g., performance issues, company restructuring, etc.].

As per the terms of your employment and company policy, you are entitled to receive [details on final paycheck, unused vacation days, benefits information, etc.].

Please return any company property, including [list items, e.g., keys, equipment], by [return date].

If you have any questions about your final paycheck or benefits, please contact [HR representative's name and contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Optional: CC: HR Department]