

[Your Company 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 has been made after careful consideration and is based on [briefly state reason for termination, e.g., performance issues, violation of company policy, etc.].

Your final paycheck, including any accrued vacation time and benefits, will be provided to you on your last working day. You are required to return any company property in your possession by [return date].

Please contact [HR representative's name, phone, email] to discuss your benefits and any other questions you may have regarding this process.

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]

[Contact Information]