

[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 has been made after careful consideration and is [briefly explain reason if appropriate, e.g., due to performance issues, company restructuring, etc.].

Your final paycheck, which will include payment for any unused vacation days, will be provided to you on your last working day. Please return any company property in your possession by [specific return date].

You are entitled to [mention any severance, benefits or rights they may have post-termination]. Should you have any questions regarding your final paycheck or benefits, please contact [HR contact person's name and title].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]