

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Employee's Name],

I hope this letter finds you well.

I want to take a moment to express my sincere appreciation for the contributions you've made during your time at [Company Name]. Your efforts have certainly been valued and will not be forgotten.

After careful consideration, we have made the difficult decision to terminate your employment with [Company Name], effective [last working day, typically two weeks from the date of the letter]. This decision was not made lightly and reflects [brief reason for termination, e.g., company restructuring, performance issues, etc.].

We will provide you with [details on severance, final paycheck, and benefits, if applicable]. Please know that we are committed to supporting you during this transition.

If you have any questions or need assistance during this time, I encourage you to reach out to me directly.

Thank you once again for your efforts, and I wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]