

[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 message finds you well.

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Date]. This decision has been made following [brief reason for termination, e.g., performance issues, company restructuring, etc.].

During your time with us, we appreciate your contributions, and we wish you the best in your future endeavors. Please arrange a meeting with [HR or relevant department] to discuss the details regarding your final paycheck, benefits, and any other matters related to your termination.

Thank you for your understanding.

Sincerely,

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