

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to express our appreciation for your contributions to [Company Name]. However, after careful consideration, we have made the difficult decision to terminate your employment effective [last working day, typically two weeks from the date above].

This decision was not made lightly and is based on [brief explanation, if appropriate, e.g., performance issues, company restructuring, etc.]. We genuinely value the time and effort you have dedicated to our team.

We are committed to assisting you during this transition. Please feel free to reach out to HR at [HR contact information] regarding your final paycheck, benefits, and other related matters.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]