

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision was made after careful consideration, and the reasons for your termination include [briefly state reasons, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation days and other owed compensation, will be provided to you on your last working day. Please return any company property, including keys, laptops, and documents, by [return date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]