

[Your Company 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].

The decision to terminate your employment is based on [briefly state reason, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession by your last working day. You will receive your final paycheck, including any accrued vacation pay, on [Final Pay Date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]