

[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, effective immediately, your employment with [Company Name] will be terminated due to [reason for termination, e.g., failure to meet typing test requirements].

We appreciate your efforts during your time with us and wish you success in your future endeavors.

Please arrange to return any company property in your possession.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]