

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is in accordance with company policy.

You are requested to return all company property in your possession, including keys, documents, and electronic devices, by [Return Date].

Please contact our HR department at [HR Contact Number/Email] to discuss your final paycheck and any remaining benefits.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]