

[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] has been terminated effective [Termination Date]. This decision was made after careful consideration of [reason for termination, e.g., performance issues, company restructuring, etc.].

Please return all company property, including [list of items, e.g., keys, equipment, etc.], by [return deadline]. Your final paycheck will be provided to you on [date], and it will include any outstanding wages and accrued vacation time.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact name] at [HR contact information].

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]

[Company Contact Information]