

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

I hope this message finds you well. This letter serves as formal notice that your employment with [Company Name] will be terminated in two months. The last working day will be [Last Working Day, Date].

We appreciate your contributions and commitment to [Company Name] during your time here. Please let us know how we can assist you during this transition period and if you have any questions.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company]