

[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],

Subject: Termination of Employment

I am writing to inform you that your employment with [Company Name] as a UI Designer will be terminated effective [Last Working Day, Date]. This decision has been reached after careful consideration and is based on [specific reasons for termination, e.g., performance issues, project requirement changes, etc.].

Please be assured that this decision was not made lightly. You will receive your final paycheck and any accrued vacation pay along with information regarding your benefits during your exit process. We request that you return all company property before your departure.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]