

[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] as an
Ultrasound Technician will be terminated effective [Last Working Day,
Date].

The reason for your termination is [brief explanation of the reason,
e.g., performance issues, violation of company policy, etc.].

Please ensure that all company property is returned by your last working
day. You will receive your final paycheck, including any accrued vacation
time, in accordance with state law.

If you have any questions regarding your benefits or the termination
process, please do not hesitate to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]