

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's 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 due to [specific reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include any outstanding wages and accrued vacation days and will be provided to you on your last day of work.

Please return any company property, including [list items, e.g., keys, equipment, etc.], by your last day of employment. If you have any questions regarding your final paycheck or benefits, please contact [HR representative or relevant contact information].

We thank you for your contributions to the team and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]