

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee 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 after careful consideration.

The reasons for your termination are as follows:

- [Reason 1]

- [Reason 2]

- [Reason 3]

Please return any company property, including [list items such as keys, equipment, etc.], by [return date]. You will receive your final paycheck, including any accrued vacation pay, on [final paycheck date].

You are entitled to [information about any severance package, benefits, or support services]. If you have any questions or need further assistance, please contact [HR or relevant contact] at [contact information].

Thank you for your contributions during your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]