

[Your Company Letterhead]

[Date]

[VP's Name]

[VP's Address]

[City, State, Zip Code]

Dear [VP's Name],

I hope this message finds you well.

We are writing to formally inform you of the decision to terminate your employment with [Company Name] effective [Last Working Day, e.g., immediately, or a specific date]. This decision was not made lightly and comes after careful consideration of [briefly state reason, e.g., performance issues, company restructuring, etc.].

Please return all company property by your last working day. Your final paycheck, including any accrued vacation pay, will be issued to you in accordance with company policy.

We appreciate your contributions to the team and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]