

[Your Company's 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] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.]. Your final paycheck, including any accrued vacation pay, will be processed and provided to you on your regular pay schedule. Please return any company property, including [list items if applicable, e.g., keys, equipment, etc.], on or before your last day.

We appreciate your contributions during your time with us and wish you well in your future endeavors. If you have any questions regarding this decision or your final paycheck, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]