

[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] will be terminated effective [Termination Date]. This decision is based on [brief explanation of reason for termination, e.g., performance issues, violation of company policy, etc.].

Your final paycheck, which will include payment for [any outstanding hours, accrued vacation days, etc.], will be processed and provided to you by [date].

Please return any company property, including [list any company property that needs to be returned, e.g., keys, electronics, etc.], by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]