

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Subject: Termination of Employment

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "on Date"]. This decision has been made due to [briefly explain reason, e.g., "performance issues," "company restructure," etc.]. You are required to return all company property, including [list items, if applicable, e.g., keys, electronic devices, documents] by your last day of employment.

Your final paycheck, including any accrued vacation or benefits, will be processed and provided to you in accordance with company policy.

We appreciate your contributions to [Company Name] during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]