

[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 has been made after careful consideration and is based on [brief explanation of the reason, if appropriate].

Please return any company property in your possession, such as [list any items, e.g., keys, equipment, documents], by [return date]. Your final paycheck, which will include any accrued vacation days, will be processed in accordance with state laws and company policy.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. If you have any questions regarding this matter, please feel free to reach out to [HR contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]