

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

[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well. This letter serves as formal notice of the termination of your employment with [Company Name], effective [Termination Date].

The decision has been made after careful consideration, and it is based on [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation days and other owed compensation, will be provided to you on your last working day. Please return any company property in your possession by that date.

We appreciate the contributions you made during your time with us and wish you success in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]