

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally inform you of the termination of your employment with [Company Name], effective [Last Working Day, Date].

The reason for this decision is [briefly state the reason, if applicable].

Please return all company property, including [list any specific items, e.g., keys, equipment, documents], by your last working day. You will receive your final paycheck, inclusive of vacation days and any due compensation, in accordance with our company policies.

If you have any questions about your benefits or final payment, please contact [HR Contact Name] at [HR Contact Phone/Email].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]