

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

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

Dear [Employee's Name],

Subject: Termination of Employment

I regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately, on Date]. This decision has been made due to [reason for termination, e.g., performance issues, violation of company policy, etc.].

Your final paycheck will be provided to you, including any accrued vacation pay. Please return any company property, including [list of items, e.g., keys, access cards, equipment, etc.], by your last working day.

We appreciate your contributions to the team during your tenure with us. You are encouraged to contact [HR Contact Name] at [HR Contact Email/Phone Number] if you have any questions regarding your final paycheck or benefits.

Wishing you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]