

[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 [Last Working Day, Date].

This decision has been made due to [brief explanation of reason, e.g., performance issues, company restructure]. Despite our efforts to support you during your time with us, we believe this action is necessary for the future of the team.

Please arrange to return any company property by your last working day.

You will receive your final paycheck on [final paycheck date], which will include any unused vacation time.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]