

[Your Name]
[Your Position]
[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],

I hope this message finds you well. I am writing to formally notify 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 [briefly state reason, e.g., performance issues, company restructuring, etc.].

Please ensure that you return all company property by your last working day. You will receive your final paycheck, including any accrued vacation days, in accordance with our company's payroll schedule.

We wish you the best in your future endeavors. If you have any questions or need further assistance, please feel free to reach out.

Sincerely,
[Your Name]
[Your Position]
[Company Name]