

[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 [termination date]. This decision has not been made lightly and follows [brief explanation of reason, e.g., performance issues, company restructuring].

Your final paycheck, including any accrued vacation days, will be provided to you on your last day, [final paycheck date]. Please return any company property you may have, including [list items, e.g., keys, electronic devices], by this date.

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]

[Contact Information]