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[Your Company Logo]			
[Company Name]			
[Company Address]			
[City, State, Zip]			
[Date]			
[Employee Name]			
[Employee Address]			
[City, State, Zip]			
Dear [Employee Name],			
This letter is to formally notify you that your employment with			
[Company Name] is terminated, effective [Termination Date].			
The reason for this termination is [Reason for Termination].			
Please return any company property by [Return Date]. You will receive			
your final paycheck, including any unused vacation days, within [Specify			
Time Frame].			
We wish you the best in your future endeavors.			
Sincerely,			
[Your Name]			
[Your Position]			
[Company Name]			