

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination Notice

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made following [brief reason for termination, e.g., company restructuring, performance issues, etc.].

Your final paycheck, which will include any outstanding wages and accrued vacation days, will be provided on your last day of employment.

Please return any company property by [return date]. Should you have any questions regarding your final paycheck or benefits, feel free to contact [HR contact information].

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]