

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Notification of Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision has been made following [brief explanation of reason, e.g., a review of your performance, company restructuring, etc.].

You will receive your final paycheck, including any accrued vacation pay, by [date]. Please return any company property by your last working day.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]