

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date]. The decision has been made due to [reason for termination, e.g., performance issues, company restructuring, etc.].

Please ensure that you return all company property, including [list any relevant items, e.g., keys, laptop, identification badges] by your last working day. Your final paycheck, including any accrued vacation days, will be provided on your scheduled payday.

If you have any questions regarding your termination or the transition process, please feel free to reach out.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]