

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is based on [briefly state reason for termination, e.g., company restructuring, performance issues, etc.]. Your final paycheck, including any accrued vacation time, will be provided to you on your last working day. You will also receive information regarding your benefits and options available to you post-employment.

Please return all company property, including [list any items, e.g., keys, documents, electronic devices], by your last day of work.

We appreciate your contributions during your time with us. If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company]