

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made after careful consideration due to [brief reason for termination, e.g., performance issues, misconduct, company restructuring].

Your final paycheck, including any accrued vacation days, will be processed and provided to you by [date]. Please return any company property in your possession by [return date].

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]