

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is final and based on [brief reason for termination, e.g., performance issues, policy violations, etc.].

Please arrange to return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]