

[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],

Subject: Notice of Termination

I am writing to formally notify you of your termination from [Company Name], effective [Termination Date].

[Provide a brief explanation for the termination, if appropriate, while maintaining professionalism.]

Your final paycheck will include all earned wages up to the termination date, including any unused vacation days. [Include details about the return of company property, benefits, and any final steps].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]