

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 and is based on [reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation time, will be provided to you on [date]. Please ensure that you return any company property, including [list any company property, e.g., ID badge, equipment, etc.], by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]