

[Your Company Letterhead]

[Date]

Zdenek [Last Name]

[Zdenek's Address]

[City, State, Zip Code]

Dear Zdenek,

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision has been made following [brief reason for termination, if applicable].

Your final paycheck, including any accrued vacation or unpaid wages, will be provided to you on your last day. Please ensure that all company property is returned by this date.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]