

[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 based on [brief reason for termination, e.g., company restructuring, performance issues, etc.].

Please return any company property in your possession. You will receive your final paycheck, including any accrued vacation pay, on your last day of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]