

[Your Company Letterhead]

[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 following [brief reason for termination].

Your final paycheck will cover all outstanding wages, including any accrued vacation pay, and will be provided to you on your usual payday.

Please arrange to return any company property by [return date].

If you have any questions regarding this decision or the termination process, do not hesitate to reach out to [contact person/HR representative].

Thank you for your contributions to our team. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]