

[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 after careful consideration of [briefly state reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all hours worked up to and including your last day, as well as any accrued vacation time. Please return any company property by your termination date.

You have the right to [outline any rights, such as appeal process, final paycheck details, etc.].

If you have any questions, please feel free to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]