

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally notify you that your employment with [Company Name] will be terminated, effective [termination date]. This decision was not made lightly and comes after careful consideration of [briefly state reasons, such as performance issues, company restructuring, etc.].

While we appreciate the contributions you have made during your tenure, we believe this decision aligns with the best interests of both you and the organization.

Please arrange a meeting with Human Resources to discuss your final paycheck, benefits, and other offboarding processes.

We wish you all the best in your future endeavors and hope you find success in your career.

Sincerely,

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