

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Employment

I am writing to formally inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "on (date)"]. This decision has been made after careful consideration and is based on [brief reason for termination, e.g., "performance issues," "company restructuring," etc.].

Please arrange to return any company property in your possession. You will receive your final paycheck, including any accrued vacation pay, within [insert timeframe, e.g., "the next payday"].

We appreciate your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]