

[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 is based on [briefly state reason such as performance issues, company restructuring, etc.].

You are required to return any company property by [return date]. Your final paycheck, including any accrued vacation days, will be processed and provided to you by [final paycheck date].

We appreciate the time you have spent with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]