

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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 and is in accordance with [specific reason if applicable, e.g., company policy, performance issues, etc.].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please arrange to return any company property before your departure.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to [HR contact name/department].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]