

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I hope this message finds you well. This letter is to formally inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately," or a specific date].

This decision has not been made lightly and is the result of [briefly outline the reason, e.g., "a series of performance issues," "redundancy due to restructuring," etc.]. We have discussed these issues previously in our meetings on [mention dates of any prior meetings or discussions]. You will receive your final paycheck, including any outstanding vacation days, by [date]. Please return all company property, including [list any items, e.g., keys, ID badges, electronic devices] by your last working day.

We appreciate your contributions to the company and wish you the best in your future endeavors. If you have any questions regarding your final paycheck or benefits, please do not hesitate to contact [HR contact or your name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]