

[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 based on [brief explanation of reasons for termination, e.g., performance issues, company restructuring, etc.]. Your final paycheck, including any accrued vacation days, will be provided to you on your last working day or in accordance with state law. Please return any company property in your possession by that date.

We wish you the best in your future endeavors. If you have any questions about your benefits or the termination process, please contact [HR Contact Name/Number].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]