

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of your termination from [Company Name], effective [termination date]. This decision has been made due to [brief reason for termination].

Please return any company property by [return date]. You will receive your final paycheck on [date] and any accrued benefits as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]