

[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 has been made after careful consideration due to [reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include any owed wages up to your termination date and any accrued vacation time. You will receive information about your benefits and the status of your health insurance coverage shortly.

We advise you to return any company property by [return date] and to schedule an exit interview if you wish to discuss your experience at [Company Name].

We appreciate your contributions and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Address]