

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Employment Termination

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been reached after careful consideration of [briefly state reasons such as performance issues, violation of company policies, etc.].

Throughout your tenure with us, we have [mention any previous warnings, performance reviews, or improvement plans, if applicable], and it has become evident that the necessary improvements have not been achieved. Your final paycheck, including any accrued benefits, will be provided to you on your last day of employment. You are responsible for returning all company property, including [list company property: keys, documents, electronic devices, etc.], by [specific date].

Please feel free to contact [HR representative or supervisor's name] at [contact information] if you have any questions regarding your benefits or any other matter related to your employment termination.

We appreciate your contributions to [Company Name] during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]