

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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].

The decision to terminate your employment was made based on [brief reason
for termination, e.g., performance issues, company downsizing, etc.].

We appreciate your contributions during your time with us and wish you
all the best in your future endeavors.

Please contact [HR Representative's Name or Contact Information]
regarding your final paycheck and any benefits you may be entitled to.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]