

[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 due to [brief reason for termination, e.g., performance issues, violation of company policy, etc.].

Your final paycheck, which will include any unused vacation days and applicable benefits, will be processed and provided to you on your next scheduled pay date. Please return any company property by [return date] to ensure a smooth transition.

We encourage you to contact [HR representative or appropriate contact] if you have questions regarding your benefits or the termination process.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]