

[Your Company's 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].

We appreciate your contributions during your time with us; however,  
[briefly state reason for termination, e.g., "due to performance issues"  
or "company restructuring"].

Please ensure that you return any company property by [return date]. Your  
final paycheck will be processed and sent to you by [payment date].

If you have any questions or require further information, please do not  
hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]