

[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 is the result of [brief reason for termination, if appropriate].

Your final paycheck, which includes payment for any unused vacation days, will be provided to you on your regular payday. Please return all company property by [return date].

If you have any questions regarding this process or your final payments, feel free to reach out to [Contact Person/HR Department] at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]