

[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 explanation of reason, if appropriate].

Your final paycheck, including any accrued vacation or benefits, will be provided to you on your last day of employment. Please return all company property, including [list any specific items, e.g., keys, electronic devices, etc.], by that date.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. If you have any questions or need further assistance during this transition, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]