

[Your Name]  
[Your Position]  
[Your Company]  
[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],

I hope this message finds you well. I want to take a moment to express my appreciation for the contributions you have made during your time with [Company Name]. It has been a pleasure having you as part of our team. After careful consideration and review, I regret to inform you that your position with [Company Name] will be terminated effective [last working day, typically two weeks from the date of the letter]. This decision has not been made lightly, and it comes as a result of [briefly explain reason, if appropriate, e.g., organizational changes, performance issues, etc.].

We are committed to making this transition as smooth as possible for you. Your final paycheck, including any accrued vacation pay and other entitlements, will be provided to you on your last day. Additionally, we encourage you to take advantage of our outplacement services to assist you in your job search.

Please know that this decision is not a reflection of your character or value as a person. We wish you nothing but success in your future endeavors.

If you have any questions or need further assistance during this transition, please do not hesitate to reach out.

Thank you once again for all your hard work and dedication.

Sincerely,

[Your Name]  
[Your Position]