

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Termination of Employment

We regret to inform you that, effective [termination date], your employment with [Company Name] will be terminated. This decision is based on [brief explanation of reason, e.g., performance issues, attendance, policy violations, etc.].

In accordance with company policy, you will receive [details on final paycheck, benefits information, etc.]. Please return any company property by [return date].

If you have any questions regarding your final paycheck or benefits, please contact [HR representative's name] at [HR representative's phone number or email].

Thank you for your contributions to the company. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]