

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

1. ****Introduction****

- Briefly state the purpose of the letter.

2. ****Reason for Termination****

- Clearly outline the reasons for termination (e.g., performance issues, policy violations).

3. ****Details of Termination****

- Effective date of termination.

- Information about final pay, including any unused vacation or severance if applicable.

4. ****Return of Company Property****

- Instructions regarding the return of company property.

5. ****Closure****

- Offer support for the transition, if applicable (e.g., references, job searching).

- End on a professional note.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]