

[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 a result of [brief explanation of reason, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all hours worked up to your termination date and any accrued vacation, which you will receive by [Payment Date]. Please return any company property, including [list of items, e.g., keys, equipment, etc.], by your last day of work.

You are encouraged to schedule an exit interview with [HR Contact Name or Supervisor's Name] to discuss your experience with our company and any questions you might have regarding your final paycheck and benefits.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]