

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Termination Date].

This decision has been made after careful consideration and is based on [brief reason for termination, e.g., performance, conduct, restructuring].

You will receive your final paycheck, including any outstanding vacation pay, in accordance with company policy. Please return any company property, including [list items, e.g., keys, equipment], by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]