

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name], effective [Last Working Day, Date].

The decision to terminate your employment was based on [briefly state reasons, e.g. performance issues, violation of company policy, etc.]. We have documented multiple discussions regarding these concerns, including [reference any previous warnings or meetings].

Please arrange to return any company property by your last working day.

Your final paycheck, which will include any accrued vacation or benefits, will be processed according to our standard payroll schedule.

If you have questions regarding your benefits or the termination process, please feel free to contact [HR Representative's Name] at [HR Representative's Email/Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]