

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made after careful consideration and in accordance with the provisions of the Labor Code and your contract of employment.

Reasons for this termination include:

1. [Reason 1]

2. [Reason 2]

3. [Reason 3]

You are requested to return all company property by [return date]. Your final paycheck, including any outstanding benefits, will be provided to you on your last day of work.

If you have any questions regarding this termination or the return of company property, please contact [HR representative name and contact information].

We appreciate your contributions during your time here and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]