

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Title]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally notify you of the termination of your employment with [Company Name], effective [Termination Date]. This decision has been made in accordance with our company policies regarding [reason for termination].

We appreciate the contributions you have made during your time with us and regret that we have to end our professional relationship. Please arrange to return any company property and settle any outstanding matters before your departure.

Your final paycheck, including any accrued vacation days, will be provided to you in accordance with our payroll schedule.

If you have any questions regarding your benefits or the termination process, please do not hesitate to contact me directly.

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Title]
[Company Name]