

[Your Name]
[Your Position]
[Your Department]

QVC

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

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

Dear [Employee's Name],

We regret to inform you that your employment with QVC is being terminated effective [termination date]. This decision has been made after careful consideration and is based on [specific reasons for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all hours worked up to and including your termination date, as well as any accrued vacation time. You will receive information regarding your benefits and any options for continuing coverage.

We encourage you to reach out to [HR contact name or department] if you have any questions about the termination process or your final paycheck. We wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

QVC