

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "on MM/DD/YYYY"].

This decision has been made due to [briefly state reason for termination, e.g., "performance issues," "violation of company policy," etc.].

Please return any company property in your possession by [return date].

You will receive your final paycheck, including any accrued vacation pay, on your regular pay date.

You have the right to request a meeting to discuss your termination if you would like.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]