

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring]. Please return any company property by [return date]. You will receive your final paycheck and details about your benefits in the upcoming weeks.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]