

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made as a result of [brief explanation of the reason for termination, e.g., performance issues, organizational changes, etc.].

Please be assured that this decision was not made lightly. We appreciate the contributions you have made during your time at [Company Name].

Your final paycheck, including any accrued vacation pay, will be provided to you on your regular payday or as dictated by state law. Additionally, your benefits will [describe any continued benefits or COBRA information if applicable].

Please return any company property in your possession to [Contact Person or Department] by [Return Date].

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]