

[Your Company's 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] is terminated effective [Termination Date]. This decision was made after careful consideration and is final.

The reasons for this termination include [briefly state reasons for dismissal, e.g., performance issues, misconduct, etc.]. Despite previous discussions regarding these concerns, we have not seen the necessary improvements.

Please arrange to return any company property in your possession by [Return Date]. Your final paycheck, including any accrued vacation pay, will be issued to you in accordance with state law.

We appreciate the time you spent with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]