

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally notify you of the termination of your employment with [Company Name], effective [Termination Date]. This decision has been made after careful consideration of your performance and the recent developments in our organization.

[Briefly explain the reason for termination, if appropriate, i.e., performance issues, company restructuring, etc.]

In accordance with company policy, you will receive your final paycheck, which will include compensation for any remaining vacation days as per your contract. [Include any additional details regarding benefits, severance, or return of company property, if applicable.]

Please ensure that all company property is returned by [specific date], and feel free to reach out with any questions regarding your final compensation or benefits.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]