

[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 [Termination Date]. This decision has been made following [brief explanation of reason, e.g., performance issues, company restructuring, etc.].

Your final paycheck, which will include any earned wages and unused vacation days, will be provided to you on your regular pay date. Please return any company property, including [list items such as keys, equipment, etc.], by [return date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]