

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally inform you of the termination of your employment with [Company Name], effective [Effective Date].

This decision has been made after careful consideration and is based on [briefly state reason(s) for termination if appropriate, e.g., performance issues, company restructuring, etc.].

Please be advised that you are required to return any company property in your possession, including [list items such as keys, ID badges, electronic devices, etc.] by [return date].

Your final paycheck will be processed and will include payment for all outstanding wages and accrued vacation pay. You will receive further details regarding your benefits and any other necessary information.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]