

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

This decision comes after careful consideration and is based on [briefly outline the reason for termination, e.g., performance issues, restructuring, etc.].

You will receive your final paycheck, including any accrued vacation pay, on your last working day. Please return any company property to the HR department prior to your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]