

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally inform you of the termination of your employment with [Company Name], effective [termination date]. This decision has been made after careful consideration of [reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, which will include any accrued vacation time and any other applicable benefits, will be provided to you on [final paycheck date]. Please return any company property, including [list any company property to be returned], by your last working day.

We appreciate the contributions you have made during your time with us. If you need any assistance during your transition, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]