

[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 [Last Working Day, e.g., "immediately," or a specific date].

This decision has been made after careful consideration and is based on [specific reasons for termination, e.g., performance issues, violation of company policy, etc.].

Your final paycheck, including any unused vacation days, will be provided to you on your last day.

Please return any company property in your possession, including [list items, e.g., keys, ID badges, laptops, etc.], by [return deadline, e.g., your last working day].

If you have any questions or need further clarification, please feel free to reach out to [HR representative or manager's name] at [contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]