

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective [Last Working Day, e.g., immediately, next two weeks, etc.].

The decision to terminate your employment was made due to [briefly state reason, e.g., performance issues, violation of company policy, etc.]. We have discussed this matter during previous meetings, and unfortunately, we have not seen the necessary improvement.

Please return all company property by your last working day, including [list items, e.g., keys, equipment, documents, etc.]. You will receive your final paycheck on [date], which will include any accrued vacation or unpaid wages.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]