

[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].

The reason for this decision is [briefly explain reason - e.g., performance-related, company restructuring, etc.].

Your final paycheck, including any accrued vacation days, will be provided to you on [final paycheck date]. Please return any company property before your departure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]