

[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 [Termination Date]. This decision has been made after careful consideration and review of your performance and conduct during your tenure with us.

Your final paycheck, along with any accrued vacation pay, will be processed and sent to you by [Final Pay Date]. Please return any company property, including [list items, e.g., laptop, ID badge], by this date.

We wish you the best in your future endeavors. If you have any questions regarding this termination, please feel free to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]