

[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 due to [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will include payment for all accrued vacation days and any outstanding reimbursements. Please return all company property, including [list any items such as keys, laptops, etc.], by your last working day.

If you have any questions regarding your final pay or benefits, please reach out to [contact person] in the HR department.

We appreciate your contributions to the company and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]