

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[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 was made after careful consideration and is based on [brief reason for termination, e.g., performance issues, company restructuring].

Please arrange to return any company property by [return date]. Your final paycheck, including any accrued vacation days, will be provided to you on your last working day.

Should you have any questions or need assistance during this transition, please feel free to reach out.

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]