

[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 based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation or earned wages, will be processed and provided to you by [date]. Please return any company property assigned to you before your departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]