

[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 YK Construction will be terminated effective [termination date].

This decision is based on [briefly state the reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property, including tools, equipment, and identification badges, by [return date]. Your final paycheck, including any accrued vacation days, will be processed and sent to you as per our standard payroll practices.

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

Sincerely,

[Your Name]

[Your Position]

YK Construction

[Contact Information]