

[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 in accordance with [Company Policy/Reason for Termination].

Your final paycheck will include all earned wages up to the termination date and any accrued vacation time, if applicable.

Please return any company property in your possession by [Return Date].

If you have any questions, please contact [HR Contact/Manager's Name] at [Contact Information].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]