

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

I am writing to formally notify you that your employment with [Company Name] is being terminated effective [termination date].

The decision to terminate your employment was made due to [brief reason for termination, e.g., performance issues, policy violations, etc.].

You are requested to return any company property issued to you by [deadline for returning property, if applicable]. Your final paycheck, including any accrued vacation time, will be provided to you on your regular payday.

If you have questions regarding your benefits or the termination process, please feel free to reach out to [HR contact name and information].

We thank you for 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]