

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

We appreciate your contributions during your time with us, and we encourage you to reach out to [HR contact or supervisor] if you have any questions regarding this decision or your final paycheck and benefits.

Please return any company property by [specific date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]