

[Your Company's 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 [Last Working Day, Date].

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

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

You will receive your final paycheck, including any accrued vacation pay, on your last working day.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact or department].

Thank you for your contributions to the company during your time here.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]