

[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 was made after careful consideration due to [brief reason for termination, e.g., job performance, company restructuring, etc.].

Your final paycheck will include all earned wages up to your termination date and any accrued vacation days as per company policy. Please return any company property in your possession by [Return Date].

We appreciate your contributions during your time with us. If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]