

[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] is terminated, effective [Termination Date]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession, including [list of items, e.g., keys, identification badge, equipment], by [return deadline]. Your final paycheck, including any accrued vacation pay, will be processed on [payment date].

You are entitled to continue your health benefits under COBRA.

Information regarding your options will be sent to you separately.

If you have any questions regarding your final paycheck or benefits, feel free to contact [HR representative's name] at [HR representative's phone number or email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]