

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Termination of Employment**

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [termination date]. This decision has been made without cause and is part of [Company's decision criteria, e.g., restructuring, business needs].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors. Please ensure that all company property is returned by your termination date. You will receive your final paycheck, including any accrued vacation time, in accordance with our company policies.

If you have any questions regarding your final settlement or benefits, please feel free to reach out to HR at [HR contact information].

Thank you for your service to [Company Name]. We wish you success in your future career.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]