

# Formal Employee Termination Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [Termination Date]. This decision is based on [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property, including keys, documents, and electronic devices, by [deadline for return of property]. Your final paycheck will be processed and sent to you by [date of final paycheck].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]