

Employment Termination Notice

[Your Company Letterhead]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [brief explanation of reason].

Your final paycheck will include [details about final payment, unused vacation, etc.]. You will also receive information regarding your benefits and any continuing benefits you may be eligible for.

Please return any company property, including [list of items], by your last day of work.

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]