

# Letter of Termination

Date: [Insert Date]

To: [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 [briefly state reason, e.g., performance issues, company restructuring, etc.].

You will receive your final paycheck, including any accrued vacation time, in accordance with company policy. Please return any company property by your last working day.

We appreciate your contributions to the team and wish you success in your future endeavors.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]