

Termination of Employment Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately", "on [Date]"].

This decision was made due to [brief reason for termination, e.g., "performance issues", "company restructuring", etc.].

Please arrange the return of any company property by your last working day. You will receive your final paycheck, including any unused vacation days, on your next scheduled payday.

If you have any questions regarding this matter, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone].

We appreciate your work at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]