

Termination of Employment

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 [Last Working Day]. This decision has been made following a thorough review, and it is both unexpected and unfortunate.

We appreciate the contributions you have made during your time with us. Your last paycheck will include any remaining vacation days and will be provided to you on your final day of employment.

If you have any questions regarding your termination or benefits, please do not hesitate to contact [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]