

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] is being terminated effective immediately as of [Insert Termination Date]. This decision has been made due to [brief reason for termination, e.g., violation of company policy].

Your final paycheck will be provided to you, including any outstanding vacation days, if applicable. Please return any company property in your possession as soon as possible.

If you have any questions regarding your final paycheck or the return of company property, please contact [HR Contact Information].

We appreciate the contributions you have made during your time with us, and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]