

Job Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately as of [Termination Date]. This decision has been made based on [brief explanation of reason].

We appreciate your contributions during your time with us and encourage you to reach out if you have any questions regarding your final paycheck or any other matters.

Thank you for your service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]