

Notice of Termination

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to [brief reason for termination]. This decision was not made lightly and is based on [mention any relevant factors if appropriate].

You will receive your final paycheck, including any unused vacation days, in the next payroll cycle. Please return any company property by [specify date].

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

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

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