

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that following the review of your recent suspension, we have reached a decision regarding your employment with [Company Name]. After careful consideration, it is with regret that we must terminate your employment effective [Insert Termination Date].

The reasons for this termination are [insert specific reasons related to the review]. Despite the opportunities offered for improvement, we believe this decision is in the best interest of the organization.

Please return all company property to your immediate supervisor by your termination date. You will receive your final paycheck and details regarding your benefits through the regular payroll process.

If you have any questions regarding this decision, please feel free to reach out to [HR Representative's Name] at [HR Representative's Contact Information].

Thank you for your time with [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]