

Dear [Employee's Name],

We regret to inform you that your short-term employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [brief reason for termination, if applicable].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Please return any company property and finalize any outstanding matters by your last day of work.

Thank you for your understanding.

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