

Termination of Employment Notice

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] will be terminated effective [Last Working Day, e.g., two weeks from the date of this letter]. This decision has been made due to [reason for termination, e.g., performance issues, company restructuring, etc.].

Please return all company property, including [list any items, e.g., keys, documents, electronics], before your departure. You will receive your final paycheck, including any accrued vacation pay, by [date you will issue final paycheck].

If you have any questions regarding your benefits or final paycheck, please feel free to contact [HR Contact Name or Department].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]