

Official Job Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

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

Your final paycheck will include all earnings up to your last working day, along with any accrued vacation pay. Please return all company property by [return date].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]