

Employment Termination Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name / Company Name]

Subject: Employment Termination Notification

Dear [Employee's Name],

We are writing to formally inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is in accordance with our company policies.

Your final paycheck, which will include any accrued vacation days, will be processed and available by [Final Paycheck Date]. We kindly ask you to return any company property by [Return Date].

If you have any questions or need further assistance during this transition, please do not hesitate to reach out. We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]