

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Your Company Name] will be terminated effective [Termination Date]. This decision is made without cause and in accordance with our company policies.

Please note that your final paycheck will include all earned wages up to and including your last day of work, along with any remaining accrued vacation days as per company policy.

We appreciate your contributions to our team during your time with us, and we wish you the best in your future endeavors.

If you have any questions regarding this termination or require any further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]