

Termination of Employment Notice

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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 [insert termination date]. This decision has been made due to [specific reasons for termination, e.g., violation of company policies, poor performance, etc.].

Please arrange for the return of any company property that you may have in your possession. Your final paycheck, which includes any accrued vacation pay, will be processed and sent to you in accordance with company policy.

If you have any questions or require further clarification, please do not hesitate to reach out to [HR Representative's Name] at [HR Representative's Phone Number or Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]