

Notification of Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

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, e.g., company restructuring, performance issues, etc.].

Your last paycheck will include payment for all hours worked up to your termination date, as well as any accrued vacation days or benefits as per company policy.

Please return any company property you may have, including but not limited to laptops, documentation, and other materials, by [Return Date].

If you have questions or need assistance regarding this decision, you may contact our HR department at [HR Contact Information]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]