

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Your Company Name] will be terminated effective [Last Working Day, e.g., two weeks from the date above]. This decision has been reached due to [brief reason if appropriate, e.g., performance issues, organizational restructuring, etc.].

Please ensure that all company property is returned before your final day of employment. Additionally, you will receive your final paycheck on [Payday]. This paycheck will include any accrued vacation time as per our company policy.

If you have any questions regarding your termination or the next steps, please feel free to reach out to [HR Representative Name] at [HR Email/Phone Number].

We thank you for your contributions to [Your Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]