

Employment Termination Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name] effective [Last Working Day, typically two weeks from the date above].

The decision to terminate your employment was not made lightly and is based on [specific reason(s) for termination].

Please arrange a meeting with [HR/Manager's Name] to discuss your final paycheck, benefits, and the return of company property.

Thank you for your contributions during your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]