

Employment Termination Notice

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 terminate effective [Last Working Day, e.g., two weeks from the date of this letter]. This decision is the result of [brief explanation of the reason for termination, if appropriate].

Please arrange to return any company property in your possession and complete the necessary exit procedures with the Human Resources department.

You will receive your final paycheck, including any accrued benefits, in accordance with state laws.

We appreciate your contributions during your time with the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]