

Termination of Service

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 [Termination Date]. This decision was made after careful consideration and in accordance with company policies.

We appreciate the contributions you have made during your time with us and wish you success in your future endeavors. Please return any company property to [insert contact person] by [return date].

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]