

Employment Termination Notification

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 has been made after careful consideration and is in accordance with our company policies.

The reasons for your termination include [insert reasons if applicable, or state "personal reasons"]. Your final paycheck, including any unused vacation days, will be provided to you on your last day of employment.

We want to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding your final paycheck or benefits, please contact [HR contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]