

# 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] is terminated effective immediately as of [Termination Date]. This decision has been made based on [specific reasons for the termination, e.g., violation of company policies, performance issues, misconduct].

We have documented instances of [briefly outline incidents or performance issues], which were discussed with you on [dates of previous discussions]. Despite our efforts to address these issues, there has been insufficient improvement.

Please return any company property in your possession, including [list any items, e.g., keys, documents, electronic devices]. You will receive your final paycheck, including compensation for any unused vacation days, by [date].

If you have any questions regarding your benefits or the final paycheck, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]