

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 be terminated effective [Last Working Day, e.g., "immediately," or "on a specified date"]. This decision has been made after careful consideration.

Reason for Termination:

[Insert Reason, e.g., "Due to company restructuring," or "Performance-related issues."]

Details regarding your final paycheck, benefits, and any other relevant information will be provided in a separate correspondence. Please return any company property that you may still possess.

We appreciate your efforts during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]