

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Effective Date].

This decision is based on [Reason for Termination - e.g., corporate restructuring / performance issues / conduct].

**Final Paycheck:**

Enclosed with this letter, you will find your final paycheck in the amount of \$[Amount]. This payment includes:

- Wages for the final pay period ending [Date].
- Payment for [Number] hours of accrued but unused vacation/PTO time.
- [Other applicable payments/deductions].

**Company Property:**

Please return all company property, including [keys, laptop, ID badge, credit cards], by [Date] to [Name/Department].

**Benefits:**

Information regarding your benefits, including [COBRA/Health Insurance] and your retirement account, will be sent to you via [Mail/Email] under separate cover.

Please contact [HR Contact Name] at [Phone Number/Email] if you have any questions regarding your final compensation or benefits.

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]