[Date]

[Employee Name]
[Employee ID]
[Home Address]

**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 has been made due to [Reason for Termination: e.g., restructuring, performance issues, or violation of company policy]. [Optional: Briefly mention prior warnings or discussions if applicable].

Your final paycheck will include payment for hours worked up to your final date, as well as [accrued vacation time/severance pay, if applicable]. You will receive this via [direct deposit/mail] on [Date].

Regarding your company benefits:

- Your health insurance coverage will continue until [Date]. Information regarding COBRA will be sent to you separately.
- Your participation in the [401k/Retirement Plan] will be handled according to the plan's guidelines.

Please return all company property, including [laptop, keys, ID badge, etc.], to the HR department by [Time/Date].

Please be reminded that your signed confidentiality and non-disclosure agreements remain in effect following your departure.

If you have any questions regarding your compensation or benefits, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of HR Manager]
Human Resources Manager
[Company Name]