

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

[Date]

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

Dear [Employee Name],

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

We have taken this decision due to [Reason for Termination: e.g., layoff, performance issues, or violation of company policy].

Your final paycheck, which includes payment for work completed through your final date and any accrued unused vacation time, will be [provided to you today / mailed to your address / deposited into your account] on [Date].

Please return all company property, including [list items: e.g., keys, laptop, ID badge], by [Date]. Your health insurance benefits will continue until [End Date], after which you will receive information regarding COBRA or other conversion options.

If you have any questions regarding your compensation or benefits, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]
[Your Name]
[Your Title]