

[Letterhead]

[Date]

Dear [Employee's Name],

Subject: Termination of Employment

After careful consideration, we regret to inform you that your employment with [Company Name] will be terminated, effective [Last Working Day]. This decision is based on [briefly state the reason for termination, e.g., performance issues, restructuring, misconduct, etc.], and we believe it is in the best interest of the company moving forward.

We appreciate your contributions and wish you the best in your future endeavors. Should you need any further information regarding your termination, final pay, or benefits, please feel free to contact [HR representative's name] at [contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]