

[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],

Please accept this letter as formal notification that your employment with [Company Name] is being terminated, effective [Date of Termination].

This decision is based on [Reason for termination: e.g., reorganization, performance issues, or violation of policy].

Your final paycheck, including payment for [mention accrued vacation or benefits, if applicable], will be provided on [Date]. Your health insurance coverage and other benefits will continue until [Date].

Please return all company property, including [list items: e.g., keys, laptop, ID badge], by [Date/Time] to [Department/Person].

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

Sincerely,

[Signature]

[Your Name]

[Your Title]