

**[Company Name]**  
[Company Address]  
[City, State, ZIP Code]

Date: \_\_\_\_\_

To:  
[Employee Name]  
[Employee Address]  
[City, State, ZIP Code]

**Subject: Employee Termination Letter**

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

The reason(s) for this decision:

\_\_\_\_\_  
\_\_\_\_\_

Please return all company property by your last working day. Your final paycheck and any compensation owed to you will be provided on your termination date.

If you have any questions regarding your benefits or final compensation, please contact Human Resources at [HR Contact Information].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

\_\_\_\_\_  
[Name of Supervisor/HR Representative]  
[Title]  
[Contact Information]