

[Your Name or Company Name]
[Your Address]
[City, State, ZIP Code]

[Date]

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

Subject: Termination Notice

Dear [Employee Name],

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

Please return all company property by your last working day. If you have any questions regarding your final paycheck or benefits, please contact [Contact Person or HR Department].

We appreciate your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]