

Subject: Notice of Employment Termination

Dear [Employee's Name],

This letter serves as formal notification that your employment with [Company Name] will be terminated, effective [Termination Date]. This decision has been made following careful consideration due to [reason for termination, e.g., performance issues, company restructuring, policy violations, etc.].

Please note the following details regarding your termination:

- Last working day: [Date]
- Final paycheck: You will receive your final paycheck, including any accrued but unused vacation days, on [Date of Final Paycheck].
- Benefits: Your health and other benefits will continue until [Date], after which they will be discontinued. You will receive further information regarding your benefits and options for continuing coverage through COBRA (if applicable).
- Return of company property: Please return all company property, including [list items such as keys, laptops, ID badges, etc.], by [Return Date].

We understand that this may be a challenging time, and we are here to provide support. If you have any questions regarding your benefits, final paycheck, or any other matter related to your employment, feel free to contact [HR Representative Name] at [Contact Information].

We appreciate your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]