Employee Termination Letter

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Your Company Name] is terminated, effective [Termination Date]. This decision is based on [reason for termination, such as poor performance, violation of company policy, etc.].

You are requested to return any company property and settle any outstanding dues by [Deadline for Property Return and Dues Settlement]. Your final paycheck will be issued to you as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]