[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

It is with regret that I inform you that your employment with [Company Name] will be terminated effective [Termination Date].

Please note that you will be entitled to the following:

* Payment for all hours worked up to and including your last day of work.
* Payment for any accrued vacation or personal time, if applicable.
* Any other benefits or compensation as required by state or federal law.

We appreciate your contributions to our company during your tenure with us and wish you the best of luck in your future endeavors.

Sincerely,

[Your Name and Position]

[Company Name]

[Your Signature]