<Today’s Date>

Employee Name

Street Address

City, State, ZIP

Dear **<Employee>**:

This letter serves to confirm our discussion that **<COMPANY NAME>** will terminate your employment effective **<date>** due to **<briefly explain reason for termination>**.

**<If applicable>** Enclosed please find a final paycheck and a check in the amount of $ which represents your pay for all time worked **<and if applicable, accrued, unused vacation and/or personal time>.**

If you have any questions concerning this matter, please feel free to contact me.

Sincerely,

|  |
| --- |
|  |

**<Name>**

**<Title>**