[Sender Name]

[Sender Designation]

[Company Name]

Date:

[Name of Recipient]

[Recipient Designation]

**Subject: Notification Letter for Employee Termination**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter with regret to inform you that your employment with [mention Company Name] is being terminated, effective [add date]. This termination is due to [State reason or reasons].

Kindly make sure to return any company property you possess. Any delay in doing so will cause a delay in the issuance of your final paycheck. Any outstanding payments to you will be paid in accordance with the terms and policies of the company.

Feel free to contact me for any further details or queries. Wish you best of luck for your future.

Regards,

Yours Sincerely,

[Sender Name]

[Sender Contact Details]

[Sender Signature]