[Date]

[Name and address of your company]

Dear [Employee],

We are sorry to inform you that your employment with [Company name] will be terminated effective [Date].

This is according to our termination policy stated in your contract, signed by you on [Date], which gives each party the right to terminate employment without cause with [x weeks/months] notice.

Due to the termination, you will receive [amount of money/ severance].

Your final paycheck will be paid on the regularly scheduled day and your health benefits will continue until [Date].

We request that all work property, [list of items] be returned on your last day.

For any questions or concerns or help of any kind, please feel free to contact [contact information].

Sincerely,  
[Name]