[Name of the terminating manager]

[Designation]

[Office address]

[Contact information]

Date:

[Name of terminated employee]

[Designation terminated from]

[Office address]

Dear [Employee's Name],

We regret to notify you that your employment with [Company Name] will end on [Effective Date of Termination]. Because of [Reason for Termination], your job with the firm will be terminated. This choice was taken after thorough consideration and evaluation of the issue.

You are entitled to [Salary, Compensation, and Benefits] under your employment contract until the effective date of termination. Please keep in mind that once your termination is effective, you will forfeit all of your salary and benefits.

We respectfully request you to return any corporate resources and property under your control by [Specified Date]. This covers all business laptops, cell phones, keys, and other property.

We remind you that you signed a non-disclosure agreement with the firm, which remains in effect even after your job is terminated. Any violation of this agreement may result in legal action.

If you have any questions about the situation, please do not hesitate to contact [Contact Address]. We appreciate your assistance in this case.

Sincerely,

[ Terminating Manager's Name]

[ Manager's Designation]

[ Manager's Signature]

cc: [Human Resources]