

<today>

TO:<name>  
FROM:<name>  
SUBJECT:Employment Status

<salutation>

<I/We> wish to inform you that as of <date> your employment with <company name> will be terminated for the following:<reason(s) for termination>. It is indeed unfortunate that this decision had to be made, but after reviewing all the facts, termination seemed to be the best solution to the problem.

As to anything outstanding regarding your employment, or any questions about your termination, please see me immediately.

Sincerely,

<name>  
<title>