[Date you drafted the letter]

[Employee first and last name],

This letter is to inform you that your employment with [company name] will end as of [date termination is effective].

Your dismissal is due to the following reason(s):

[List factual and detailed reasons for termination]

This decision has been finalized.

You will receive: [List compensation and benefits they will receive]

Your health care benefits will [explanation of what will happen with their benefits including life insurance].

Your retirement benefits will [explanation of what will happen with their retirement benefits such as a 401k].

You are requested to return [list all company property to be returned].

Also, please keep in mind that you have signed and agreed to [list agreements employee has signed].

If you have questions regarding your compensation, benefits, signed policies or returning of company property, please contact [name of contact, usually an HR professional, and contact info].

Sincerely,

[Your name, if handling the termination]