

Subject: Notice of termination

Dear [employee's first name],

We regret to inform you that, due to [reason for termination], we have decided to terminate your employment with **[company name]**.

As per the terms of your employment dated [offer letter date], this letter serves as the formal notice of your termination. Your last working day will be **[last working day]**, and we request you serve a notice period of [one month] effective from **[notice start date]**.

We appreciate your contributions to the organization during your tenure with us and wish you the best in your future endeavors.

Please feel free to contact us for any clarification or assistance.

Sincerely,

[employer name] [position] [company name]