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(Replace the Roubler logo with your company)

## *[Your Name]*

[Street Address]

[City, State, Postcode]

[Today’s Date]

[Name of Recipient]

[Title]

[Company]

[Address]

[City, State, Postcode]

Dear [Name of Recipient],

[Advise that the recipient’s employment with the company is terminated. Either advise to take effect immediately, or give a specific date.]

[Provide list if reasons for the termination. These reasons may be related to their performance or related to the state of the business.]

[Provide information on how they should handle company items such as

* keys
* access passes
* IT equipment]

[Provide details about any benefits or compensation that may be provided.]

[Indicate your regret but that a decision had to be made.]

Sincerely,

(Sign here for letters sent by mail or fax)

[Name]

[Title]