[Date]

[Participant's Full Name]

Re: Termination of Employment

Dear [Employee name],

This notice is to formally inform you that your employment with [Participant Name] will end as of [date termination is effective].

Your employment has been terminated due to the following reason(s):

[List detailed reasons and provide factual information]

You will be paid for all hours worked on [date of next FMCS pay date].

If you have questions or concerns about the above, feel free to contact me.

Sincerely,

[Participant Name]