Quick and Simple Termination Email

Subject: Termination Notification
Dear [Employee Name],
Your employment with [Company Name] will end on [Termination Date] as per at-will employment.
Please ensure all company items are returned.
Your final payment will be processed as scheduled.
Thanks,
[HR Name]

Get more templates here: https://www.lettersandtemplates.com/letters/termination-at-will-letter