**Immediate Termination Letter to Employee**

**[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Employee Name]  
[Employee Address]  
[City, State, Zip Code]**

**Subject: Immediate Termination of Employment**

**Dear [Employee Name],**

**1. Immediate Termination Notice**

* **Effective immediately, your employment with [Company Name] is terminated. This decision is due to [specific reason for termination].**

**2. Effective Date**

* **Your last day of work is today, [Termination Date]. You are required to leave the premises immediately after this meeting.**

**3. Final Compensation and Benefits**

* **You will receive your final paycheck, including any accrued wages, on [Payment Date]. Your health benefits will continue until [End Date of Benefits].**

**4. Company Property**

* **All company property, including [list of items], must be returned immediately. Please hand over these items to [Designated Person] before leaving.**

**5. Exit Process**

* **Please collect your personal belongings under supervision. You will not be allowed to return to the office after today.**

**6. Contact for Further Information**

* **Should you have any questions, please contact [HR Contact Person] at [Contact Email/Phone].**

**We appreciate your cooperation during this transition.**

**Sincerely,  
[Your Name]  
[Your Title]**