
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]