**Termination Letter to Employee Sample**

**horizontal line**

**[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: Termination of Employment**

**Dear [Employee Name],**

**1. Reason for Termination**

* **After careful consideration, we regret to inform you that your employment with [Company Name] is terminated effective [Termination Date]. This decision was made due to [specific reason for termination].**

**2. Last Working Day**

* **Your last working day will be [Last Working Day]. Please ensure all company property is returned by this date.**

**3. Final Compensation**

* **You will receive your final paycheck on [Payment Date], which will include your salary up to [Termination Date] and any unused vacation days.**

**4. Benefits**

* **Your health benefits will continue until [End Date of Benefits]. You will be provided with information on how to continue your benefits under COBRA.**

**5. Return of Company Property**

* **Please return all company property, including [list of items] by [Return Date].**

**6. Next Steps**

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

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