Termination Letter Sample

**[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: Employment Termination Notice**

**Dear [Employee Name],**

**1. Termination Details**

* **We regret to inform you that your employment with [Company Name] will be terminated as of [Termination Date]. This decision is based on [specific reason for termination].**

**2. Effective Date**

* **Your employment will officially end on [Last Working Day]. Please ensure all company-related tasks and responsibilities are concluded by this date.**

**3. Final Pay and Benefits**

* **Your final paycheck, including any accrued vacation and overtime, will be issued on [Payment Date]. Your health benefits will remain active until [End Date of Benefits].**

**4. Company Property Return**

* **All company property, including [list of items], must be returned by [Return Date]. Failure to return these items may result in a deduction from your final paycheck.**

**5. Support and Assistance**

* **If you have any questions or require assistance, please contact [HR Contact Person] at [Contact Email/Phone].**

**6. Acknowledgment**

* **Please sign and return the enclosed acknowledgment form confirming receipt of this termination notice.**

**Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.**

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