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**Termination Letter PDF**

**[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. Notice of Termination**

* **This letter serves as formal notice that your employment with [Company Name] is terminated effective [Termination Date]. This action is taken due to [specific reason for termination].**

**2. Last Working Day and Transition**

* **Your last working day will be [Last Working Day]. Please ensure that all ongoing projects and responsibilities are transferred to your supervisor or designated colleagues.**

**3. Final Payment**

* **Your final paycheck, including any accrued vacation and sick leave, will be processed and sent to you by [Payment Date].**

**4. Benefits Termination**

* **Your health benefits coverage will continue until [End Date of Benefits]. Information about continuing coverage under COBRA will be provided separately.**

**5. Return of Company Assets**

* **All company assets, such as [list of items], must be returned by [Return Date]. Please coordinate with [Designated Person] for the return process.**

**6. Exit Interview**

* **An exit interview will be scheduled with [HR Contact Person] to discuss your experience and collect feedback.**

**7. Contact Information**

* **For any questions or clarifications, you may contact [HR Contact Person] at [Contact Email/Phone].**

**We thank you for your service and wish you success in your future endeavors.**

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