
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

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- 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]