

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]