

# Termination Letter to Employee 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: 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]