

Termination Notification Letter

Subject: Termination of Employment

Dear [Employee Name],

This letter serves as formal notice that your employment with [Company Name] will be terminated effective [date]. This decision has been made due to [reason: e.g., repeated policy violations, performance issues].

You are requested to return all company property and complete the exit formalities by your last working day. HR will provide details regarding your final settlement and any benefits.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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