

# Exit Letter to Employee from Employer

[Your Company Letterhead]

[Today's Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

RE: Notice of Employment Termination

We hope this letter finds you well. It is with a mix of regret and necessity that we are writing to formally notify you that your employment with [Your Company Name] will be terminated, effective [Termination Date]. After careful consideration and review of various factors, we have arrived at this difficult decision.

This decision was not taken lightly, and we want to assure you that it is in no way a reflection of your abilities, skills, or commitment to your job. We recognize the valuable contributions you have made during your tenure with us, and we genuinely appreciate your hard work and dedication to your role. The reasons leading to this termination have been thoroughly discussed and evaluated by our management team, taking into account all aspects of the situation. Regrettably, despite our efforts to find an alternative solution, it has become apparent that continued employment is no longer feasible at this time.

We understand that this news may come as a shock, and we are committed to providing support during this transition period. As such, we will be offering you the following:

1. **Severance Pay:** You will receive a severance package that includes [details of the severance package, such as the amount, payment schedule, and any additional benefits].
2. **Return of Company Property:** Please return all company-owned materials, documents, keys, access cards, or any other property belonging to [Your Company Name] by [Termination Date]. You will receive instructions regarding the return process from our Human Resources department.

3. Final Paycheck: Your final paycheck, including any accrued but unused vacation days, will be issued to you on your last working day.

4. Continuation of Benefits: Information about the continuation of health benefits, if applicable, will be provided to you separately by our Human Resources department.

Additionally, we encourage you to schedule an exit interview with our Human Resources department. Your feedback will help us improve our workplace and better understand your perspective on your time with the company.

Please know that we are available to assist you with any questions or concerns you may have during this transitional period. We understand that finding new employment can be challenging, and we are prepared to provide a letter of recommendation to support your job search.

We genuinely wish you the best in your future endeavors and sincerely hope that this transition serves as an opportunity for personal and professional growth.

Thank you once again for your contributions to [Your Company Name]. We will always remember your time with us fondly and value the positive impact you've had on the team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information: Phone and Email]