

Termination exit letter

Subject: Notice of Employment Termination

Dear [Employee Name],

This letter confirms the termination of your employment with [Company Name], effective [Last Working Day]. The decision follows [reason for termination, e.g., performance review, policy violation].

Please arrange to return all company property and settle any outstanding obligations. You are entitled to receive all dues as per company policy and statutory requirements.

We thank you for your contributions and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

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