

Formal letter for terminating employment without specifying cause

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] as [Job Title] will be terminated effective [Termination Date]. This action is taken without cause and in accordance with company policy.

Please return all company property by your last working day. You will receive all accrued benefits and final pay in accordance with the employment agreement.

We wish you the best in your future endeavors.

Sincerely,

[Sender Name]

[Position]

[Company Name]

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