

Professional Termination at Will Letter

Subject: Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] will be terminated effective [Termination Date], in accordance with the at-will employment agreement.

Please return all company property, including keys, access cards, and electronic devices, by your last working day. Your final paycheck, including any accrued benefits, will be provided on [Payment Date].

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

Sincerely,

[Manager Name]

[Title]

[Company Name]

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