

Formal Termination Email with Explanation

Subject: Termination at Will

Dear [Employee Name],

We are writing to formally notify you that your employment with [Company Name] is being terminated effective [Termination Date], in line with the at-will employment policy.

The decision is based on [brief explanation if appropriate, e.g., restructuring, performance considerations]. Your final paycheck and accrued benefits will be processed as per company policy.

Please schedule a meeting with HR to complete exit procedures.

Sincerely,

[Manager Name]

[Company Name]

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