

Quick and Simple Termination Email

Subject: Termination Notification

Dear [Employee Name],

Your employment with [Company Name] will end on [Termination Date] as per at-will employment.

Please ensure all company items are returned.

Your final payment will be processed as scheduled.

Thanks,

[HR Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/termination-at-will-letter>