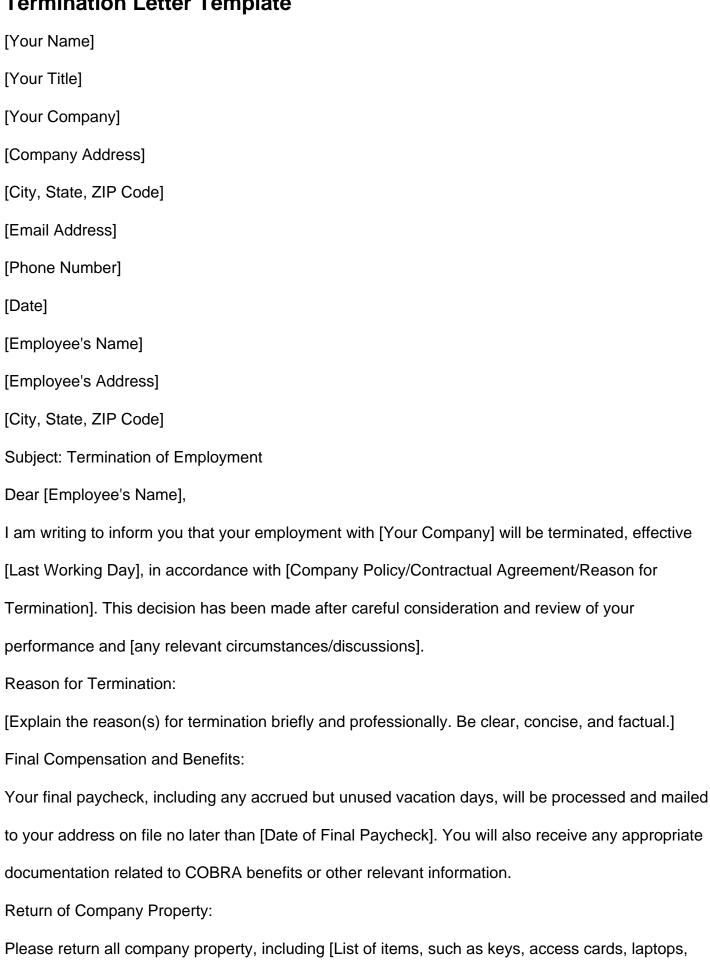
## **Termination Letter Template**



uniforms, etc.], to [Location for Return] by [Date for Return]. Failure to return company property may result in deductions from your final paycheck.

Severance Package:

[If applicable, provide details about any severance package that will be provided, including terms and conditions.]

Employee Benefits and Exit Process:

Our HR department will assist you with the necessary paperwork and information regarding the transition of employee benefits, such as health insurance, retirement plans, etc.

Return of Confidential Information:

As a reminder, you are required to return any confidential or proprietary information, documents, or electronic files belonging to [Your Company] before your departure.

We appreciate the contributions you have made during your time at [Your Company]. We wish you the best in your future endeavors. If you have any questions or concerns regarding the termination process, please contact [HR Contact Name] in our HR department at [HR Contact Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Signature (if a printed copy is being sent)]

CC: [HR Contact Name]

[Employee's Supervisor/Manager]

[Any relevant departments]