

Termination Letter Template

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Termination of Employment

Dear [Employee's Name],

I am writing to inform you that your employment with [Your Company] will be terminated, effective [Last Working Day], in accordance with [Company Policy/Contractual Agreement/Reason for Termination]. This decision has been made after careful consideration and review of your performance and [any relevant circumstances/discussions].

Reason for Termination:

[Explain the reason(s) for termination briefly and professionally. Be clear, concise, and factual.]

Final Compensation and Benefits:

Your final paycheck, including any accrued but unused vacation days, will be processed and mailed to your address on file no later than [Date of Final Paycheck]. You will also receive any appropriate documentation related to COBRA benefits or other relevant information.

Return of Company Property:

Please return all company property, including [List of items, such as keys, access cards, laptops,

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]