

Professional and official termination letter

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

This decision has been made after careful consideration and is based on [Reason for Termination, e.g., performance, redundancy, violation of company policy].

Please ensure that all company property is returned and any outstanding matters are settled before your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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