

Professional letter including benefits and severance

Subject: Employment Termination Notice

Dear [Employee Name],

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

In accordance with company policy, you will receive a severance package including [List of Benefits, Final Pay, Unused Vacation Days, etc.].

Please schedule a meeting with HR to complete the necessary documentation and discuss the transition process.

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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