

Employee Termination Letter - Professional

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Date]. This decision has been made due to [specific reason - performance issues/restructuring/misconduct/budget constraints].

Your final day of work will be [Date], and you are expected to complete all pending assignments and return company property including ID badge, laptop, keys, and any confidential documents by this date.

You will receive your final paycheck on [Date], which will include compensation for unused vacation days as per company policy. Information regarding COBRA benefits and your 401(k) rollover options will be mailed to your home address within 5 business days.

We appreciate your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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