

Formal Termination Letter

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been reached due to [reason for termination, e.g., company restructuring/performance issues].

Please ensure that all company property is returned and all pending tasks are handed over to your supervisor. Your final paycheck, including any accrued benefits, will be provided on your last working day.

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

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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