

Provisional Termination Letter

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] is under review, and a decision has been made to provisionally terminate your employment effective [Date], pending [final review/appeal process].

You are requested to submit any clarifications or documents before [Deadline Date]. Your benefits and final pay will be processed following the conclusion of this review.

Sincerely,

[Your Name]

[Position]

[Company Name]

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