

Severance Termination Letter

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will terminate effective [Termination Date]. Enclosed are the details of your severance package, which includes [number] weeks of salary, continuation of benefits, and any accrued vacation pay.

Please coordinate with HR for the handover of company property and completion of formalities. We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/termination-of-employment-letter>