

# Employment Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Employment Termination Agreement**

Dear [Employee's Name],

We regret to inform you that, following our recent discussions, we have reached a mutual agreement to terminate your employment with [Company Name], effective [Last Working Day, e.g., "October 31, 2023"].

This decision has not been made lightly, and we appreciate your contributions to the company during your tenure. As part of our agreement, we will provide you with [details of any severance, final paycheck, benefits, etc.].

Please ensure that all company property is returned and that you complete any necessary exit procedures by your last working day.

We wish you the best in your future endeavors, and we are happy to provide a reference should you need one.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Company Name]