

Termination Without Cause Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., two weeks from today]. This decision has been made in accordance with our policies and is classified as a termination without cause.

We want to take this opportunity to thank you for your contributions during your time with us. While this decision is not a reflection of your performance, we believe it is in the best interest of the company at this time.

You will receive your final paycheck, which will include any unused vacation days and other outstanding payments, in accordance with our company policies. Please ensure that all company property is returned by your last working day.

If you have any questions or need assistance during this transition, please feel free to reach out to [HR contact name or department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]