

Termination 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 without cause, effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision is not a reflection of your performance, but rather a result of [insert brief reason such as organizational restructuring, changes in business needs, etc.].

You will receive your final paycheck, including any accrued vacation pay, and benefits as per company policy on your last working day.

Please feel free to reach out to [HR Contact Information] if you have any questions regarding your final paycheck or benefits.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]