

Termination of Employment

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 [Insert Effective Date]. This decision is part of our ongoing efforts to align our workforce with the company's strategic goals.

As per your employment agreement, you will receive a severance package that includes [details of severance, benefits, or any additional information]. Furthermore, you are required to return all company property on or before your termination date.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]