

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 effective [Termination Date]. This decision is made without cause and is not a reflection of your performance or work ethic.

Your final paycheck will include payment for all hours worked up to and including your last day of employment, along with any applicable accrued vacation or PTO. We will ensure that you receive your final compensation by [Date of Payment].

Please return all company property, including [list of items, e.g., keys, equipment, etc.], by your last working day.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]