

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 effective [Termination Date] without cause. This decision is not a reflection of your performance, but rather a strategic decision made by the company.

You will receive all accrued pay and any unused vacation days as per company policy. Your final paycheck will be processed and delivered to you on [date].

Please return all company property by your last working day. We urge you to reach out to our HR department if you have any questions regarding your benefits or final paycheck.

Thank you for your contributions during your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]