

Termination Notice with Settlement Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your employment with [Company Name] is being terminated effective [Termination Date]. This decision is final and will take effect on the above date.

In light of this termination, we would like to propose a settlement to facilitate a smoother transition. The proposed settlement includes:

- Payment of [Insert Amount] as a severance package.
- Continued health benefits until [Insert Date].
- A letter of recommendation upon request.

Please review this proposal and respond by [Response Deadline]. We believe this settlement is beneficial for both parties and will help in concluding our professional relationship amicably.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]