

# Termination Follow-Up Outcome Review

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Address]

## **Subject: Termination Follow-Up Outcome Review**

Dear [Employee's Name],

We are writing to follow up on the termination of your employment with [Company Name] as of [Termination Date]. This letter serves to provide you with an outcome review of the circumstances surrounding your termination.

During the exit interview held on [Date of Interview], we discussed the reasons for your termination, including [briefly mention reasons]. We appreciate your cooperation during this process.

As per our records, the following points were addressed:

- [Point 1]
- [Point 2]
- [Point 3]

We encourage you to reflect on the feedback provided and wish you the best in your future endeavors. Should you have any further questions or require clarification, please do not hesitate to reach out.

Thank you for your time and contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]