

# Termination Follow-Up Summary Notes

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

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## Summary of Termination Meeting

On [Insert Date of Meeting], a meeting was held to discuss the termination of employment for [Employee's Name]. Below are the key points discussed:

### 1. Reason for Termination

[Briefly outline the reasons for termination]

### 2. Final Pay and Benefits

[Details about final paycheck, unused vacation days, severance, etc.]

### 3. Return of Company Property

[Instructions on returning company items such as keys, laptops, etc.]

### 4. Next Steps

[Outline any next steps, deadlines, or actions required from the employee]

### 5. Contact Information

If you have any questions or require further clarification, please contact [Your Name] at [Your Email/Phone Number].

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]