

Employment Termination Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notice of your immediate termination from [Company Name] effective immediately as of [Insert Date]. This decision has been made due to [briefly state the reason for termination].

As per company policy, you will receive your final paycheck for hours worked until this date, along with any accrued benefits or unused vacation days. Please ensure that all company property is returned by [Insert Return Date].

If you have any questions regarding this termination or the recovery of company property, please contact [HR Representative Name] at [HR Representative Phone Number].

We appreciate your contributions during your time at [Company Name], and we wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]