

Employment Termination Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., "organizational restructuring"], your employment with [Company Name] will be terminated effective [Insert Termination Date].

This decision is not a reflection of your performance, and we appreciate the valuable contributions you have made during your time with us.

As part of this termination agreement, we offer the following provisions:

- **Severance Pay:** You will receive [details of severance pay].
- **Final Paycheck:** Your final paycheck will include payment for any unused vacation time.
- **Health Benefits:** Your health benefits will continue until [date].
- **Return of Company Property:** Please arrange to return any company property by [return date].

We wish you all the best in your future endeavors. Please feel free to reach out if you have any questions or require further assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]