

Employment Termination Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

This letter serves to confirm the termination of your employment with [Company Name] for personal reasons as discussed on [Insert Discussion Date]. Your last working day will be [Insert Last Working Day].

As per our agreement, you will receive your final paycheck, which includes your salary up to your termination date, and any accrued vacation pay, if applicable. This amount will be processed and provided to you by [Insert Payment Date].

We appreciate your contributions to [Company Name] during your tenure and wish you the best in your future endeavors. Please ensure that all company property is returned by your last working day.

If you have any questions or need further assistance, feel free to reach out to [Insert Contact Person] at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]