

# Letter of Termination of Employment Contract

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is a result of [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck will be issued to you on [Date of Final Paycheck] and will include payment for all work performed until your termination date, as well as any accrued vacation days as per company policy.

Please return any company property, including [list any specific items, e.g., keys, devices, documents], before your last day of employment.

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

If you have any questions regarding this termination, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]