

Contract Termination Letter

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 [Termination Date]. This decision was made after careful consideration and is in accordance with the terms outlined in your employment contract.

As part of your severance package, you will receive the following:

- Severance pay equal to [number of weeks/months] of your salary
- Payment for any unused vacation days
- Continuation of health benefits for [number of months] following your termination

Please return any company property by [Return Date]. We encourage you to reach out if you have any questions regarding your severance benefits or the next steps.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]