

Termination of Employment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is based on [reason for termination, e.g., company restructuring, performance issues, etc.].

As part of your termination, you will receive a severance package as outlined below:

- Severance Pay: [Amount] (calculated as [e.g., one month's salary for each year of service])
- Accrued Vacation Pay: [Amount]
- Health Insurance Coverage: [Detail any continuation options available]
- Outplacement Services: [Detail service, if applicable]

Please return all company property, including [list any items, e.g., keys, equipment, documents] by [Return Date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]