

Employment Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 due to [brief explanation, e.g., company restructuring, performance issues, etc.].

As part of your termination, you will receive a compensation package consisting of the following:

- Payment for all accrued vacation days
- Severance pay equivalent to [Number] weeks of salary
- Continuation of health benefits for [Number] months

Please arrange a meeting with [HR Contact Name] to discuss your final paycheck and any other benefits you are entitled to. We wish you the best in your future endeavors.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]