

Job Termination Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is based on [brief reason for termination].

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

- Severance Pay: [Amount]
- Unused Vacation Days: [Number of Days]
- Health Insurance Coverage: [Details]
- Retirement Plan: [Details]
- Any Other Benefits: [Details]

Please arrange to return any company property before your last working day. If you have any questions regarding your exit package or the termination process, please feel free to contact [HR Contact Name] at [HR Contact Number].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]