

Notice of Termination

Date: [Insert Date]

To: [Employee's Name]

[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 was made after careful consideration due to [reason for termination, e.g., company restructuring, performance issues, etc.].

In accordance with company policy, you will receive severance benefits which include:

- [Details of severance pay, e.g., number of weeks of pay]
- [Details of any unused vacation days, if applicable]
- [Information regarding health insurance continuation, if applicable]

Please arrange a meeting with [HR representative's name] to discuss the details of your severance package and the return of company property.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]