

Termination Notification

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 [Last Working Day, e.g., two weeks from today]. This decision has not been made lightly and follows careful consideration.

As outlined in your employment agreement, you are entitled to a severance package. You will receive a severance payment of [Amount] which will be processed in your final paycheck. Additionally, you will continue to have health benefits for [Duration] post-termination.

We appreciate your contributions to [Company Name] during your time here and wish you the best in your future endeavors. If you have any questions regarding your severance or final paycheck, please do not hesitate to reach out.

Sincerely,

[Your Name] [Your Position] [Company Name] [Company Address] [Phone Number] [Email Address]