

Termination Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Your Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is based on [reason for termination].

As part of this termination, we would like to offer you a severance agreement. Under the terms of this agreement, you will receive [details of severance package, e.g., payment amount, duration, benefits continuation].

Please review the attached severance agreement carefully. If you agree to the terms, please sign and return the agreement by [return date].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]